Records Management System (RMS) User Manual

Spillman® Public Safety Software

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Preface

Welcome to the *Records Management System (RMS) User Manual.*

This manual provides information about the basic features of the Record Management System software, including how to start and exit the software, navigate and use screens, search records, and run and print reports. The manual also explains how to use the Hub module, which comprises the tables used by most users.

The RMS software is available to Spillman Flex. The integration tool can be used with Windows or Linux.

Other manuals

The *Application Setup and Maintenance*, *Security Setup and Maintenance*, and *Code Table Setup and Maintenance* manuals provide information for the Spillman Application Administrator (SAA) at your agency.

Windows basics

Before using the software, be familiar with the standard features of Microsoft® Windows®. At minimum, know how to do the following:

- Use a mouse or the keyboard to do basic tasks, such as choosing menu options and buttons
- Work with windows, such as selecting, minimizing, restoring, maximizing, sizing, scrolling, closing, and so forth
- Work with dialog boxes

If these tasks are unfamiliar, see your Windows online documentation or complete an online Windows tour.

System Requirements

Flex uses Transport Layer Security (TLS) 1.2, as well as Microsoft .NET 4.6 and above. Therefore, for Flex to work properly, all user machines must be using at least Microsoft .NET 4.6.

Conventions

When using this manual, note the following conventions.

Convention	Meaning/Use	Examples
bold	Used for names of options, text boxes, buttons, fields, and other items that appear on the screen.	**OK** is a button on the screen. Click **OK**, or press Enter.
angle bracket (>) between items	Shows the menu option(s) that must be selected, in sequence, to get to a specific option.	From the Start menu, select **All Programs** > **Spillman** > **Spillman Mobile**.
plus sign (+) between keys	Used for keys that are pressed at the same time. Hold down the first key, and then press the other key(s). When a keystroke is available for a mouse action, both the mouse action and the keystroke are presented.	Press Ctrl+E. Click **Close**, or press Ctrl+F4.
comma (,) between keys	Used for keys that are pressed in sequence. Press and release each key, in the order shown.	Press Alt, F, O to open the File Options dialog box.
`Courier font`	Used for displayed text. Used for table names.	The software prompts: `Are you sure you want to delete this record?` Open the Names table (`nmmain`).
`bold Courier font`	Used for information you enter.	Enter the street address, such as **`401 W Sycamore St`**.
italics	Used for emphasis. Used for variable information you supply.	Enter the date, using the *mm/dd/yyyy* format.

The following boxes indicate special information.

NOTE

Notes call attention to information that is of particular importance or that varies depending on a particular condition, such as the way your Spillman Application Administrator (SAA) has configured the software.

TIP

Tips present recommendations, optional actions, and additional ways to perform specific tasks.

CAUTION

Cautions point out actions that might endanger your data or its integrity (usefulness) or cause other problems later.

Features on your computer depend on your software version, modules, and privileges. Actual screens on your computer might vary from the example screens shown in this manual. However, any differences are minor and do not affect the tasks being described.

To find more manuals, visit MySpillman or the Spillman Knowlegebase.

Chapter 1

Getting Started

Jump to topic:

Overview

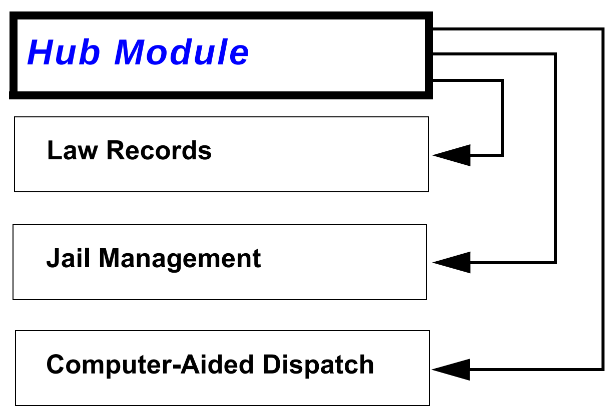
The Records Management System (RMS) software enables public safety agencies to record and manage large amounts of complex information. In addition to being a powerful tool for data management, the software is easy to use.

Use this manual to:

- Quickly learn the basic functions of the software to perform daily job functions.
- Quickly find the procedure for a specific task.
- Become familiar with the software to perform routine tasks in the most efficient manner available.

The RMS software suite consists of multiple modules that address specific aspects of public safety, such as Law Records Management, Jail Management, and Computer-Aided Dispatch. Your agency might not use all available modules.

All the modules work together because they are linked through the Hub module.



The Hub module is the heart of the RMS software and is used to manage information about persons, wanted persons, vehicles, property, schedules, resources, information dissemination, and demographics.

Using the keyboard and the mouse

The software can be navigated by clicking menu items, buttons, and fields on the screen, or using the keyboard.

For example, to cancel an action, click the **Cancel** button, or press Alt+C, Ctrl+C, or the Cancel function key (F6). In general, only the first two methods are given. For a complete reference of the function keys, see “Appendix A” on page 449.

To avoid memorizing keyboard commands while learning the software, use the mouse at first. As the software becomes more familiar, it might be faster navigating with the keyboard.

Using Windows or UNIX keystrokes for cut, copy, and paste

In general, keyboard functionality is available for UNIX and Windows. However, the control key functions to cut, copy, and paste differ between the two operating systems. For example, in UNIX, pressing Ctrl+C cancels an operation, while in Windows, the key combination copies the selected text.

If Windows key combinations are more familiar than UNIX, configure the software to use the standard Windows key combinations for cut, copy, and paste. For more information, see “Changing user settings” on page 65.

The following table lists the differences between the key combinations in UNIX and Windows.

Key combination	UNIX functionality	Windows functionality
Ctrl+C	Cancel	Copy
Ctrl+X	Accept	Cut
Ctrl+V	Run	Paste

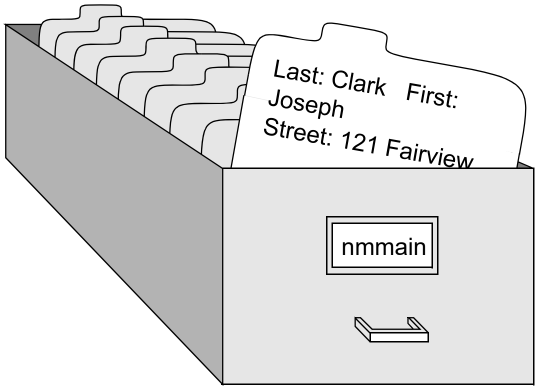
Performing Basic Tasks

The following sections explain how to perform basic tasks in the software.

To learn	See
How the software stores information in database records	"Understanding How Information is Organized" on page 27.
How records and tables are related	
How to access a table by opening the corresponding screen	
How to navigate menus, open screens, add records, and perform other basic tasks	"Taking a Quick Tour" on page 32.
How to start the software and log on to the database	"Starting and Exiting the Software" on page 48.
How to exit the software	
How to select your work environment	"Selecting Your Work Environment" on page 57.
How to configure the software on your computer	"Configuring the Software" on page 58.

Understanding How Information is Organized

The software allows your agency to record and organize large amounts of information in a central database. To understand how the software organizes information, compare the database to a file cabinet.



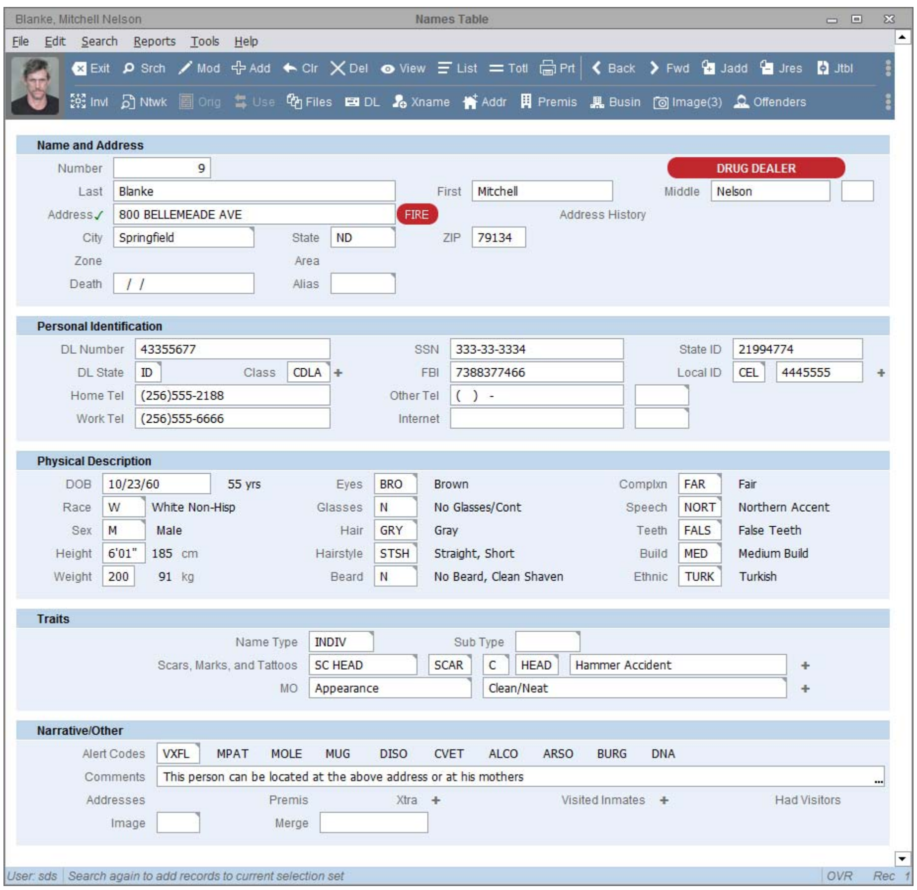
The following table lists the similarities between the software database and a file cabinet.

In a file cabinet	In the database
Stores related information, such as a person's name and address, in individual files.	Stores information in individual database *records*. A record functions as the electronic equivalent of a file.
New information must be filed in a new file or an existing file.	New information must be placed in a new record or in an existing record.
Different types of files might be stored in different drawers.	Different types of records are organized into different *tables*. For example, all Name records are stored in the Names table.
New files are created on blank sheets of paper or on printed forms.	New database records are created on the screen that is associated with a table. For example, a new Name record, is created on the Names screen.
Information on a printed form is entered into fields or boxes. Each field has a title that indicates the type of information to enter.	Information on a database record is entered in fields. Each field has a field description that indicates the type of information to enter. For example, enter the city name in the **City** field.

Understanding how records, tables, and screens are related

The software database organizes information as follows:

- **Records.** The software stores information in specific types of records. For example, name information is stored in Name records.
- **Tables.** The software organizes records into tables. For example, all Name records are stored in the Names table.
- **Screens.** Each table has a corresponding screen that allows user's to work with the information stored in that table. For example, to enter Name information, open the Names screen. The Names screen contains individual fields. Enter information in the fields and then save the information. When the Name record is saved, the software stores that record in the Names table. The following illustration shows a example Name record.



To enter information in the software database:

1. Open the appropriate screen. For example, to enter name information, open the Names screen.
2. Add a new record, such as a Name record.
3. Enter information in the fields on the screen.
4. Save the record.

   The saved record is stored in the appropriate table. For example, saved Name records are stored in the Names table.

Understanding the Hub module

All public safety agencies, regardless of type, track certain information, which is stored in the Hub module, in multiple tables.

This Hub screen	Contains records about
Names table	People
Vehicle table	Vehicles
Property table	Property
Wanted Persons table	People who are wanted
On-Call Scheduling table	The on-call availability of your agency's personnel
Resource table	Resources available to your agency
Dissemination table	Data that your agency disseminates
Demographic Summary screen	The race and ethnicity of persons involved with routine traffic stops and any other law enforcement activities

Tables in the Hub module

The following tables are in the Hub module.

Names table

Your agency should add a Name record for each complainant, witness, victim, suspect, vehicle or property owner, arrested person, wanted person, and field interview contact in the Names table. Creating a Name record for each person centralizes the most important information in the software and makes name information accessible from many other tables.

Each Name record includes the person's name and address, personal identification numbers, physical description, and traits. The software maintains a list of address and name changes for each person.

Look at the Involvements screen for any Name record to see a list of related records in the software. For example, if a person is involved in a car accident and a burglary, this information can be found by viewing the *involvements* to (records linked to) the person's Name record. For more information, see "Working with Involvements" on page 365.

Additional Name Information

From each Name record, you can access the Additional Name Information screen by choosing the **Xname** button from the toolbar. This screen contains information not included in the Name record, such as:

- Birth city and state
- Citizenship
- Religion
- Marital status
- Education
- Shoe, coverall, and miscellaneous size
- Commissary authorization
- Contact information
- Employer information
- Supervisor information
- Probation information

Vehicle and Property tables

All vehicle information is stored in the Vehicle table, and all property information is stored in the Property table. Vehicle and Property records contain descriptive information about the vehicle or item. Vehicle and Property records can be linked to the Name record of the owner.

For any Vehicle or Property record, look at the Involvements screen to see a list of related records in the software. For example, if a car is involved in an accident or a knife involved in a homicide, this information is found by viewing the involvements attached to the item's Vehicle or Property record. For more information, see Chapter 13, "Working with Involvements," which begins on page 365.

Suspect Names and Suspect Vehicle table

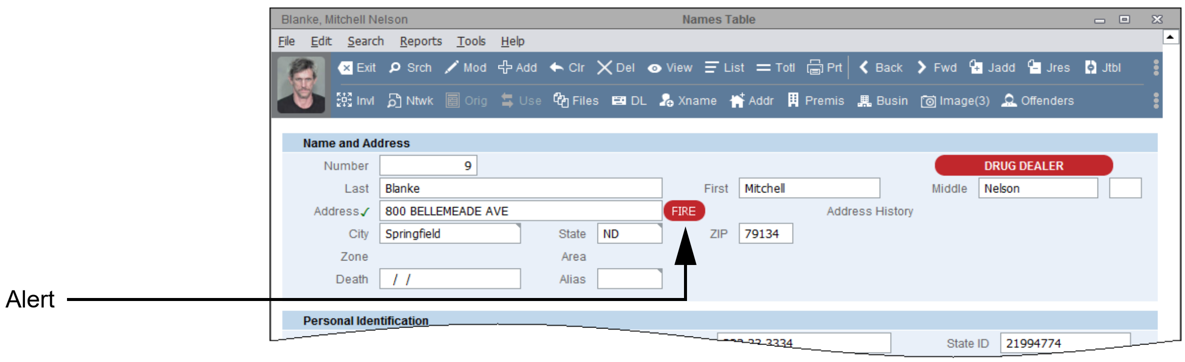
The Suspect Names and Suspect Vehicle tables allow records to be entered for persons and behicles that suspected to be involved with a crime. Records in both tables can be linked to records in other tables. For example, from a suspect record, select the **Invl** button and then specify the `LW` involvement type to create an involvement to a Law Incident record. Similarly, from a Law

Incident record, an involvement to a suspect record can be created, using the involvement type SN (for a suspect name involvement) or SV (for a suspect vehicle involvement).

Wanted Persons table

The Wanted Persons table tracks wanted persons within your agency's jurisdiction. The software stores each wanted person's name in the Names table and stores the reason for the warrant in the Wanted Persons Table.

Whenever you look at a Name record, the software checks the Wanted Persons table and the Civil Process module (if your agency has this module) to see whether the person is wanted. If an active warrant exists for the person, an alert is displayed in red.



On-Call Scheduling table

The On-Call Scheduling table tracks the availability of your agency's personnel. For example, records can be created to help dispatchers find a person with a particular skill.

Resource table

The Resource table tracks resources that your agency can call upon in emergency situations. These resources are not owned by your agency. For example, records can be entered for equipment, such as a backhoe owned by a local company.

Dissemination table

The Dissemination table is used to track any information that your agency disseminates. The record can contain the full text of the disseminated information, and a user-defined involvement can be created and linked to the Name record of the person or business receiving the information.

Demographic Summary table

The Demographic Summary table is used record information about the race and ethnicity of persons involved with routine traffic stops and any other law enforcement activities.

Taking a Quick Tour

This section takes users on a quick tour of the most common functions in the software. The following overview describes the steps that would normally be followed when performing day-to-day job functions.

Starting the software

Start the software, and log on to the database by entering your personal username and password. See “Starting and Exiting the Software” on page 48.

Opening the appropriate screen

Use the command center to open the necessary screens to use. For example, to work with Name records, open the Names screen. See “Using the Command Center” on page 76.

Performing tasks on the screen

With the correct screen open, perform your job functions. Your job might include:

- Adding new records. For example, Name record must be added for a person who was arrested for the first time. See Chapter 2, “Adding Records,” which begins on page 67.
- Adding information to existing records. For example, information about a person’s scars, marks, or tattoos needs to be added to their record. See Chapter 3, “Entering Data,” which begins on page 121.
- Modifying information in existing records. For example, a vehicle record needs to be modified to list the new owner. See Chapter 12, “Modifying and Deleting Records,” which begins on page 345.
- Searching for information. Your job might require searching for many types of information. For example, if a white Ford Mustang is used in a robbery, it’s possible to find all persons involved with a white Mustang. See Chapter 11, “Searching for Records,” which begins on page 295.
- Running reports. For example, your job might require running a report that lists all wanted persons in your agency’s database. See Chapter 14, “Printing Records and Running Reports,” which begins on page 387.

Exiting the software

When all work in the software is completed, log off the database and exit the software. See “Starting and Exiting the Software” on page 48.

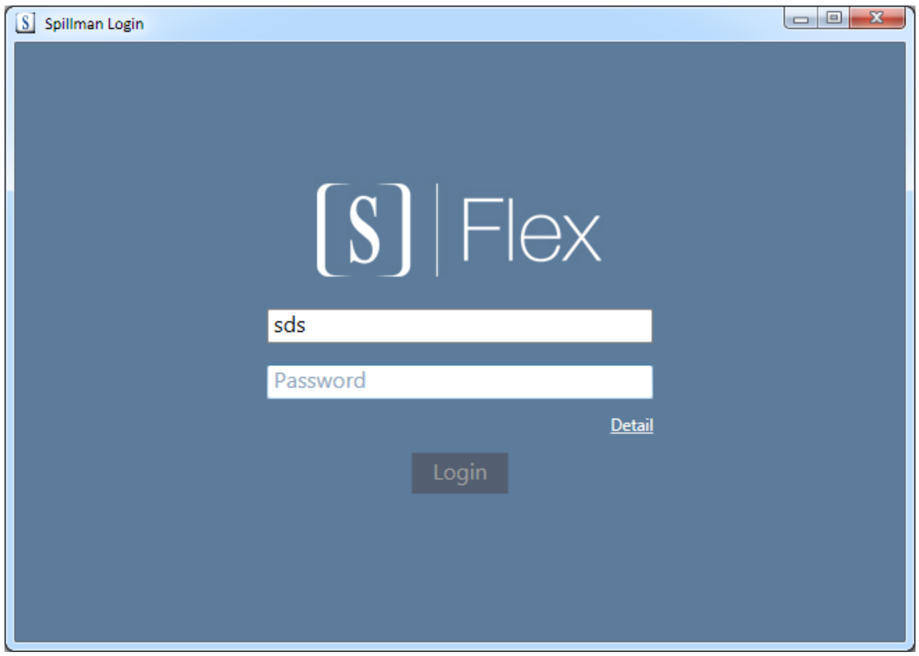
Touring the software

To practice touring the software:

Starting the software

1. Double-click the **Flex** icon on your desktop, or select **Spillman** from the Start menu.

The Login screen opens.

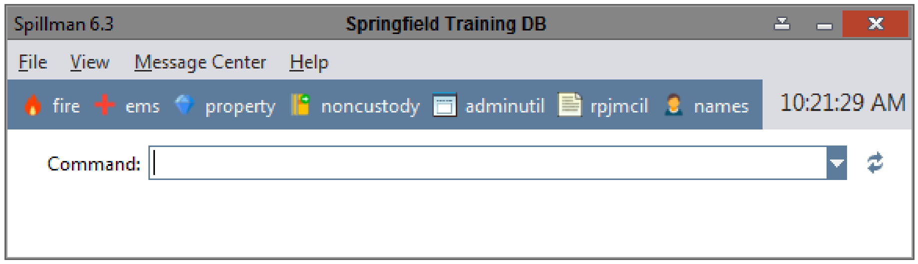


> **NOTE**
>
> When you open the Login screen, the username for the last user on that computer is populated.

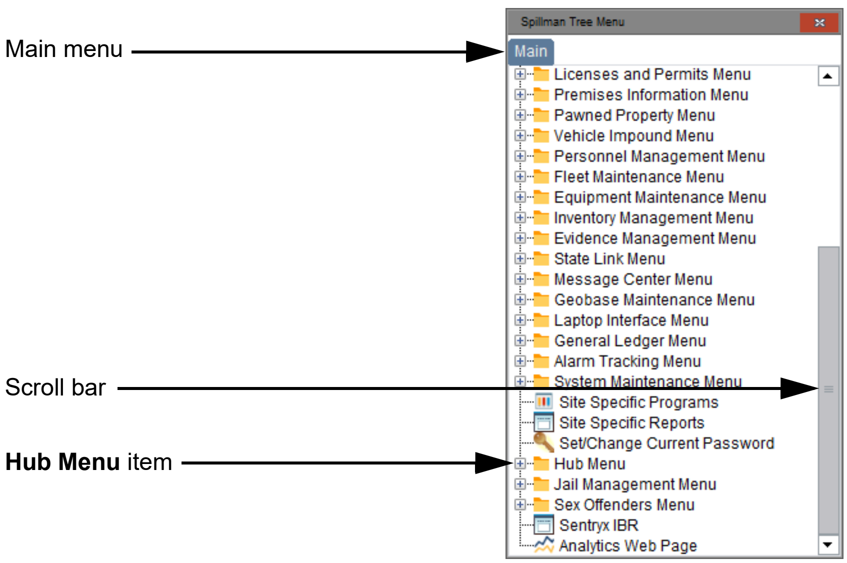
Logging on to the database

2. Enter the username and password for the tutorial database. You can obtain this information from your Spillman Application Administrator (SAA).
3. Click the **Login** button. See “Starting and Exiting the Software” on page 48.

The command center opens.



Depending on the settings of the software (as defined by you or the last user to log on), the Main menu might open. Use the menu to navigate the software.

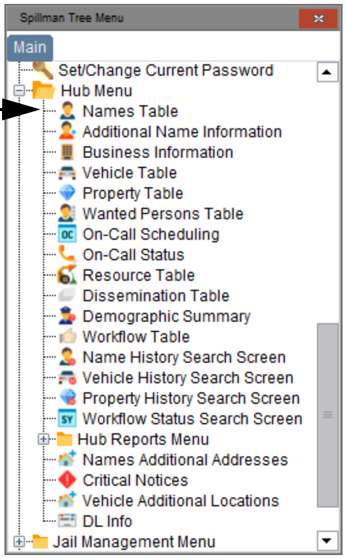


Navigating menus

4. From the Main menu, select **Hub Menu**.

The Hub menu expands to display the Hub menu items, such as **Names Table**.

Names Table menu item

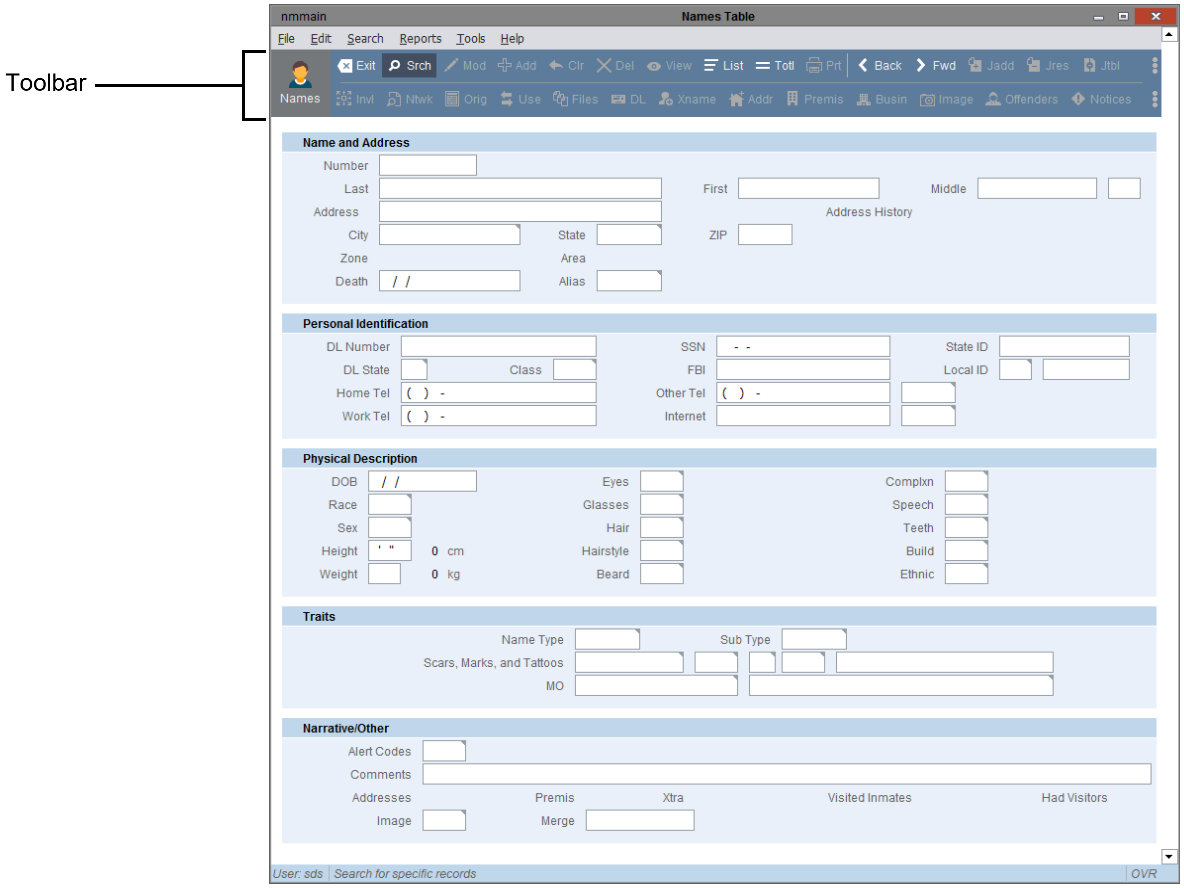


For information about working with menus, see "Using the Command Center" on page 76.

Searching for an existing record

5. From the Hub menu, double-click **Names Table**.

The Names screen opens to a blank record.



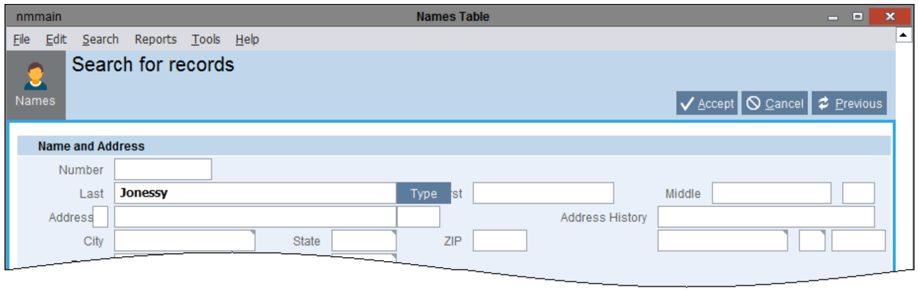
The toolbar lists the functions that can be performed on the screen. In general, before doing anything on a screen, a button must be selected from the toolbar. For information about the toolbar, see "Using the Toolbars" on page 97.

When the Names screen opens, the **Add** button (depicted by a plus sign) is unavailable. Before you can add a Name record for a person, you must search the Names table to make sure your agency's database does not already contain a record for that person.

6. From the toolbar, click **Srch** (depicted by a magnifying glass).

   The software places the screen in Search mode, and the cursor appears in the **Last** field. The toolbar displays the **Accept**, **Cancel**, and **Previous** buttons.

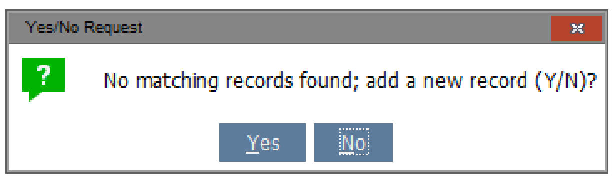
7. In the **Last** field, enter **Jonessy**, and then click **Accept** (Alt+A) to search for the entered name.



TIP

Skip using the **Accept** and **Cancel** buttons by using Alt key combinations. To accept changes, press Alt+A. To cancel changes, press Alt+C.

The following dialog box opens.



Adding a record

8. Click **Yes**, or press Enter.

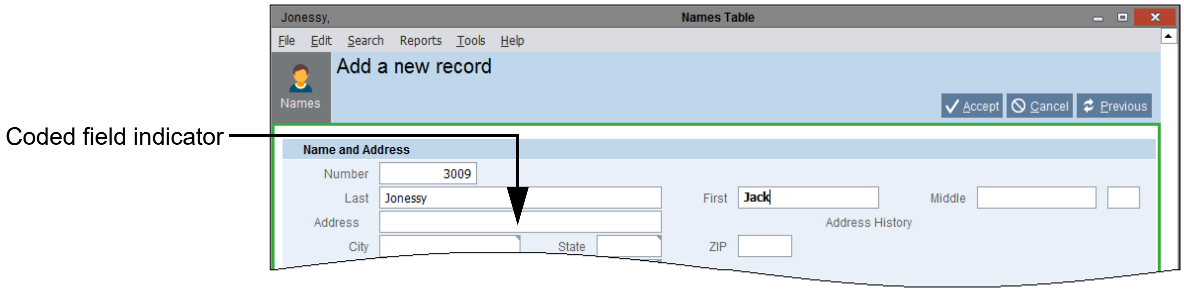
   The Names screen is placed in Add mode. The cursor appears in the **Last** field, which contains the name you used for the search. See "Adding a Record" on page 69.

9. To move the cursor to the **Fst** field, press Tab, or click the **Fst** field. The **Fst** field is a free-text field, in which you can enter any value. See "Entering Data in Free-Text Fields" on page 135.

10. Enter the person's first name. For example, **Jack**.

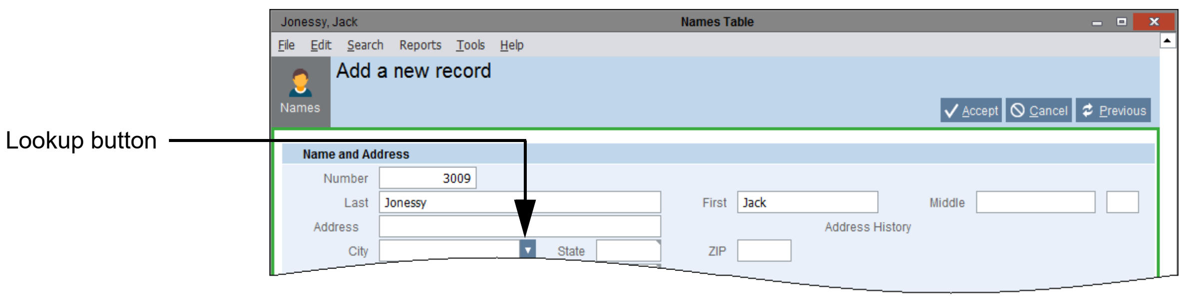
    Notice the **City** field. Before moving the cursor to the **City** field, an arrow appears in the upper-right corner of the field. The arrow

indicates that the field is a *coded* field, in which values to enter can be selected.



11. Move the cursor to the **City** field.

    After you move the cursor to the **City** field, an inverted triangle appears to the right of the field, called the Lookup button.



12. Click the Lookup button for the **City** field.

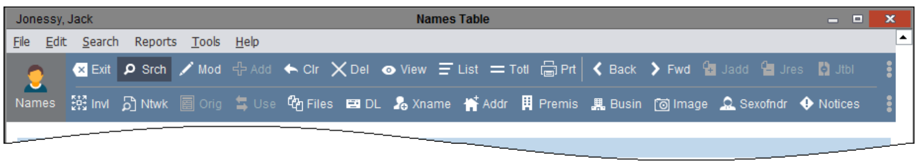
A lookup window appears, displaying a list of city names.

13. Double-click the city name `Springfield`. If the name is not visible, use the scroll bar.

    The lookup window closes, and the selected code is populated in the **City** field. See "Entering Data in Coded Fields" on page 136.

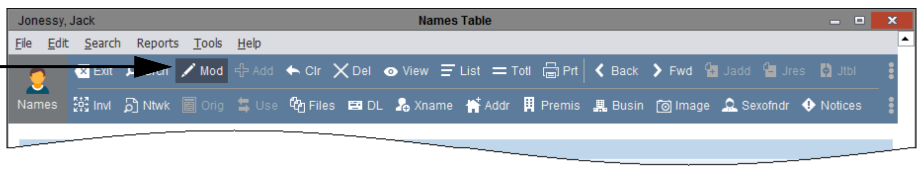
14. Enter information in other fields, and then click **Accept** (Alt+A).

    The record is saved in the Training database. Notice that the toolbar now contains more available buttons.



15. Press the Right Arrow key to highlight other buttons and display a brief description of the button.

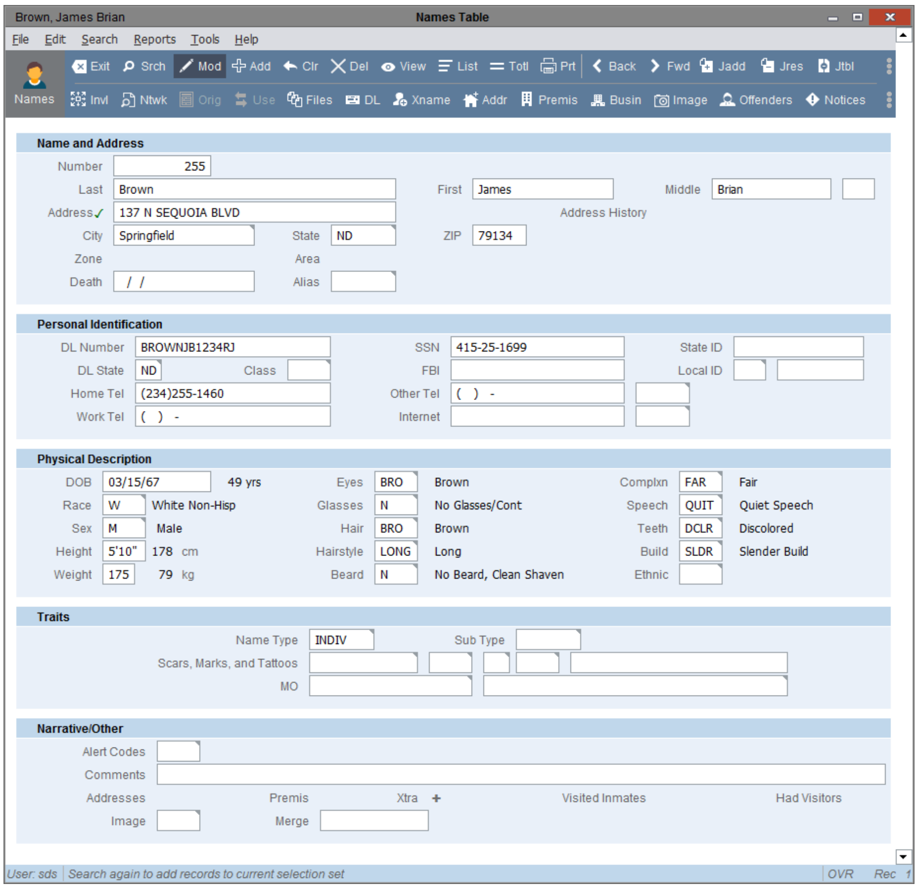
Highlighted button



Modifying a record

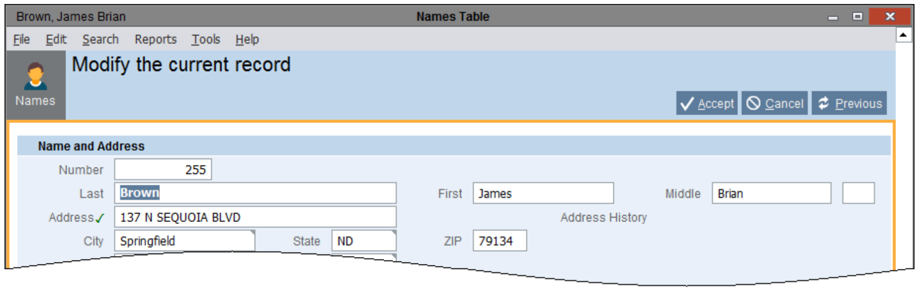
16. Press the Left Arrow key to highlight the **Srch** button, and then press Enter.
17. In the **Last** field, enter **`Brown`**.
18. In the **Fst** field, enter **`James`**.
19. Click **Accept** (Alt+A).

    The software displays the following record.



20. From the toolbar, click **Mod**.

The screen is place in Modify mode, and the toolbar displays the **Accept**, **Cancel**, and **Previous** buttons.



21. In the **Work Tel** field, enter **`2565555252`**.
22. Click **Accept** (Alt+A) to display the new work telephone number in the field and save the record.

Viewing involvements

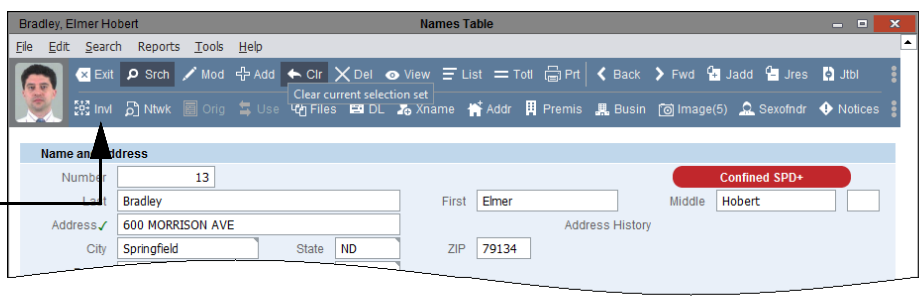
23. Click **Srch**.
24. In the **Last** field, enter **`Bradley`**, and then click **Accept** (Alt+A).

    The Name record for Elmer Bradley opens.

    The software allows links to be created between records in different tables. For example, a Vehicle record can be linked to the Name record for the owner of the vehicle. Links between records are called *involvements*. For information about creating involvements, see "Working with Involvements" on page 365.

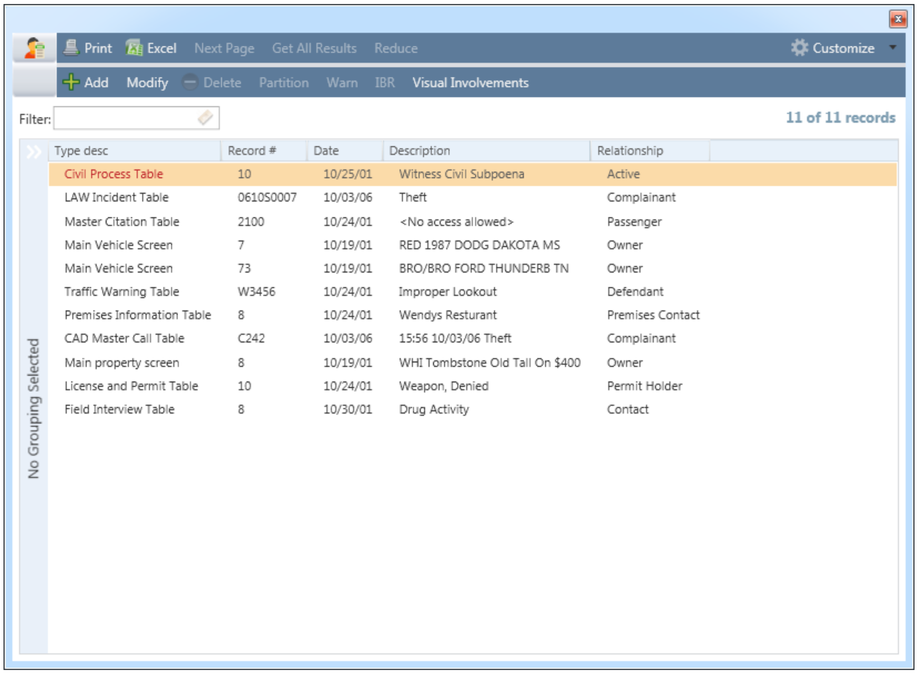
    Most screens allow creating involvements. If the toolbar contains the **Invl** button, then select that button to view a list of the involvements that are associated with the current (displayed) record.

Invl button



25. Click **Invl.**

A list of involvements for Elmer Bradley opens.



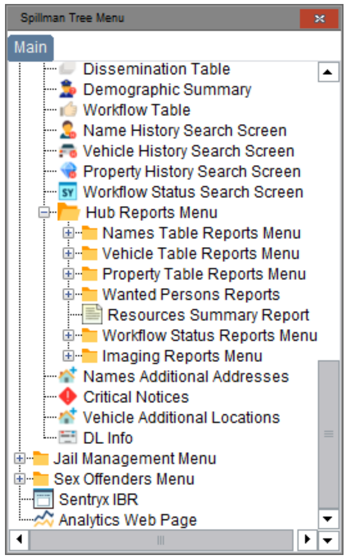
26. Press the Down Arrow key until the involvement for a `BRO/BRO FORD THUNDERBIRD` is highlighted.
27. Click **View**, press Enter, or click the involvement record.

    The corresponding Vehicle record opens.
28. Click **Exit** to return to the list of involvements.
29. Click **Exit** again to return to the original Name record.

Running reports

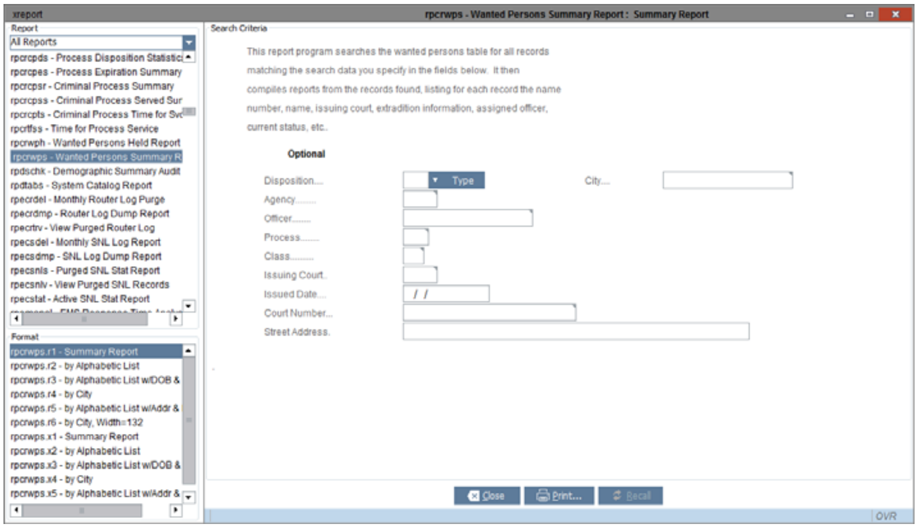
30. Click **Exit** to close the Names screen.

31. From the Tree Menu, select **Hub Menu** > **Hub Reports Menu**.



32. Select **Wanted Persons Reports** > **Wanted Persons Summary Report**.

    The reports screen opens, and the title bar displays the program name of the selected report.



33. In the **Disposition** field, click the Lookup button for that field.

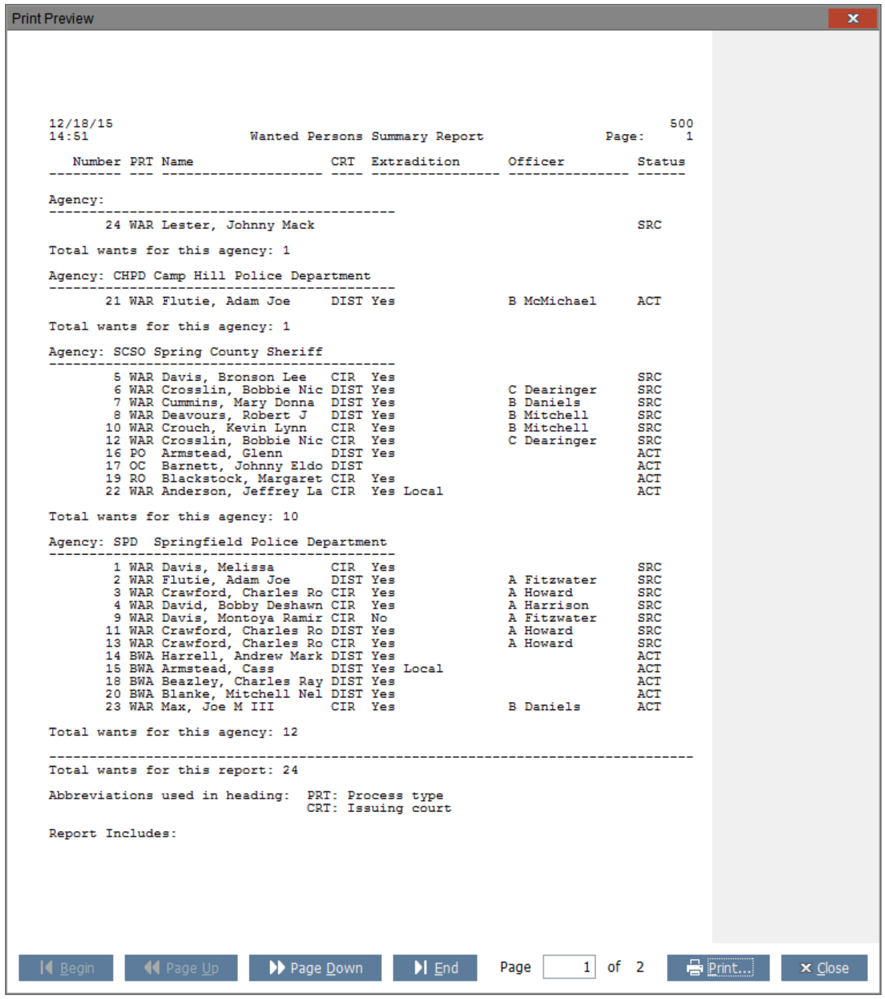
    A list of codes appears.

34. Select **`ACT - Active or Wanted`**, and then click **Accept**.

35. Click **Print** (Alt+P).

    The Print dialog box opens.

36. Click the **Preview** button (Alt+R) to view a preview of the report.




```
12/18/15                                                                    500
14:51                    Wanted Persons Summary Report               Page:    1

   Number PRT Name                 CRT  Extradition      Officer         Status
--------- --- -------------------- ---- ---------------- --------------- ------

Agency:
-------------------------------------------
       24 WAR Lester, Johnny Mack                                        SRC

Total wants for this agency: 1

Agency: CHPD Camp Hill Police Department
-------------------------------------------
       21 WAR Flutie, Adam Joe     DIST Yes              B McMichael     ACT

Total wants for this agency: 1

Agency: SCSO Spring County Sheriff
-------------------------------------------
        5 WAR Davis, Bronson Lee   CIR  Yes                              SRC
        6 WAR Crosslin, Bobbie Nic DIST Yes              C Dearinger     SRC
        7 WAR Cummins, Mary Donna  DIST Yes              B Daniels       SRC
        8 WAR Deavours, Robert J   DIST Yes              B Mitchell      SRC
       10 WAR Crouch, Kevin Lynn   CIR  Yes              B Mitchell      SRC
       12 WAR Crosslin, Bobbie Nic CIR  Yes              C Dearinger     SRC
       16 PO  Armstead, Glenn      DIST Yes                              ACT
       17 OC  Barnett, Johnny Eldo DIST                                  ACT
       19 RO  Blackstock, Margaret CIR  Yes                              ACT
       22 WAR Anderson, Jeffrey La CIR  Yes Local                        ACT

Total wants for this agency: 10

Agency: SPD  Springfield Police Department
-------------------------------------------
        1 WAR Davis, Melissa       CIR  Yes                              SRC
        2 WAR Flutie, Adam Joe     DIST Yes              A Fitzwater     SRC
        3 WAR Crawford, Charles Ro CIR  Yes              A Howard        SRC
        4 WAR David, Bobby Deshawn CIR  Yes              A Harrison      SRC
        9 WAR Davis, Montoya Ramir CIR  No               A Fitzwater     SRC
       11 WAR Crawford, Charles Ro DIST Yes              A Howard        SRC
       13 WAR Crawford, Charles Ro CIR  Yes              A Howard        SRC
       14 BWA Harrell, Andrew Mark DIST Yes                              ACT
       15 BWA Armstead, Cass       DIST Yes Local                        ACT
       18 BWA Beazley, Charles Ray DIST Yes                              ACT
       20 BWA Blanke, Mitchell Nel DIST Yes                              ACT
       23 WAR Max, Joe M III       CIR  Yes              B Daniels       ACT

Total wants for this agency: 12

--------------------------------------------------------------------------------
Total wants for this report: 24

Abbreviations used in heading:  PRT: Process type
                                CRT: Issuing court

Report Includes:
```

37. Click **Close** to close the preview.
38. Click **Close** to cancel the print request.
39. Click **Close** to close the reports screen.

Opening multiple screens

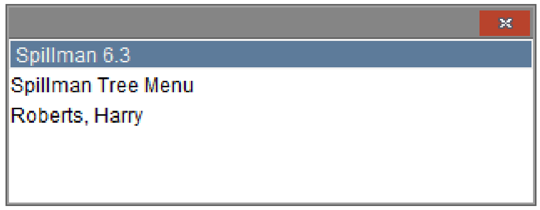
40. From the Main menu, double-click **Names Table**.

    The Names screen opens.

41. From the toolbar, click **Fwd** to view the first record in the Names table.

42. Right-click an empty part of the command center.

    The Hub menu is brought to the front of your screen and displays the Task Manager.

    The Task Manager displays a list of all active screens and the last used menu (in this case, the Hub menu). Select any screen on the list to bring that screen to the front. By default, the last used menu is highlighted.

43. Press Enter to close the Task Manager.
44. From the Hub menu, double-click **Vehicle Table**.

    The Vehicle screen opens, overlaying the Names screen. Notice that the two screens overlap in such a way that the title bar of the underlying Names screen is still visible.

45. Click **Fwd** to display the first Vehicle record.
46. Click the title bar of the Names screen.

    The Names screen moves to the front.

47. Right-click an empty part of the command center.

    The Task Manager moves to the front.

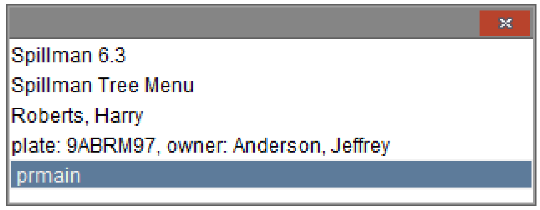
48. Press Enter to close the Task Manager.
49. From the Hub menu, click **Property Table**.

    The Property screen opens in front of the Vehicle screen, and the Names screen moves to the back.

    The screens are still stacked. Move to another screen by clicking its title bar. The screens can also be moved around on the computer screen. If the main window is made smaller, then an active screen can be moved outside the main window.

50. Click **Fwd** to display the first record in the Property table.

51. Right-click an empty part of the command center to open the Task Manager and view all the open screens.



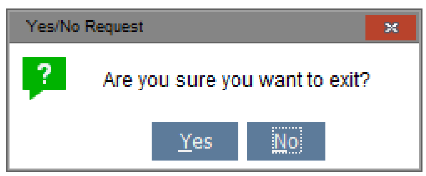
Notice that the Task Manager displays information about each open record. If there are several Name records open, then select the correct record to use.

52. In the Task Manager, click the Name record.

    The Names screen moves to the front. This feature allows a window to be brought to the front even if it is behind another window.

53. Click the **Close** button in the Task Manager.
54. Click the **Close** button in the command center.

    The following dialog box opens.



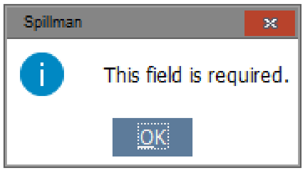
55. Click **Yes**, or press Enter to exit the software

Understanding software prompts

The most common types of prompts that the software opens are information, questions, and errors. Each type of prompt has a distinctive appearance for easy identification.

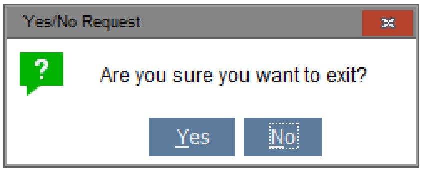
Information

Information messages are marked with the letter i.



Questions

Question messages are marked with a question mark (?).



Errors

Error messages are marked with an x mark.

Starting and Exiting the Software

Before logging in to the software, your SAA must set up your login and configure it correctly. If any problems are encountered when logging in to the database, ask your SAA for help.

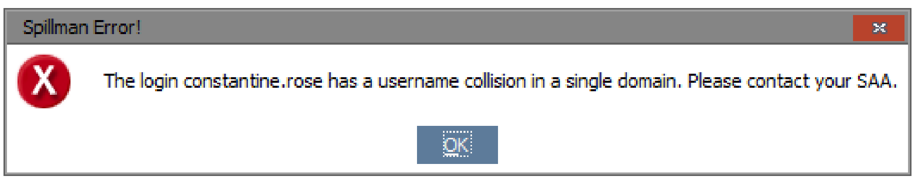
Logging in with Microsoft Active Directory credentials

If your agency uses the Active Directory Integration Tool, then your Microsoft Active Directory credentials are used to log in to the software. The integration tool can be used with Windows or Linux.

If your user name cannot be verified, then one of the follower error messages might open during login.

Single Domain error

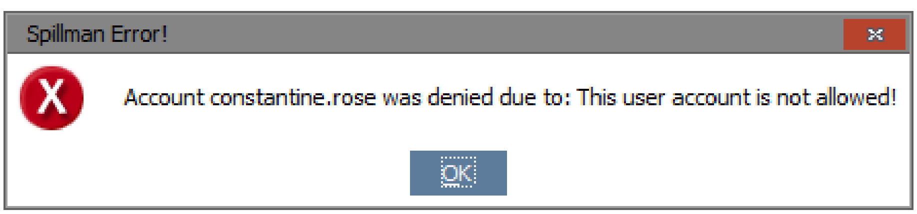
Your username has been found more than once in a single domain and cannot be verified.



Click **OK** to closer the message, and then contact your SAA.

User Not Allowed error

Your username does not match the account that was set up in Microsoft Active Directory. Access is denied and the software closes.



Click **OK** to close the message, and then contact your SAA.

Logging on with PassKey

If you have a computer that is in a non-secured location, your SAA can set up two-factor authentication to increase the security of your computer. The additional security requires a PassKey device that is issued by your SAS. If your agency does not use two-factor authentication, then see “Starting the software” on page 49.

Logging on with a PassKey device

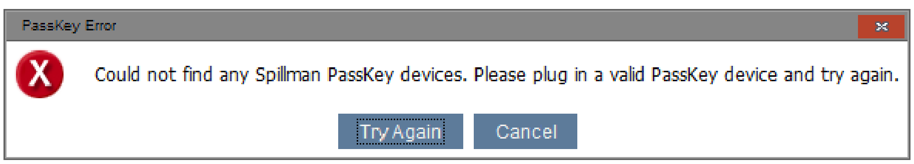
Your SAA can set up your computer to require a PassKey device to log on to the software. When you insert the PassKey device into one of your computer’s USB ports, the software uses your password and the PassKey device as verification that you are authorized to access the software on the computer.

To log on with a PassKey device:

1. Open the software.
2. Insert your PassKey device into one of your computer’s USB ports.
3. Log in with your credentials.
4. Select your database, and then click **Login**.

   The software continues the login process. Once logged on, the PassKey device can be removed.

   If the software is unable to detect a valid PassKey device, then the following prompt opens.



5. Reinsert your PassKey device, and then click **Try Again**. If this issue continues, contact your SAA.

Starting the software

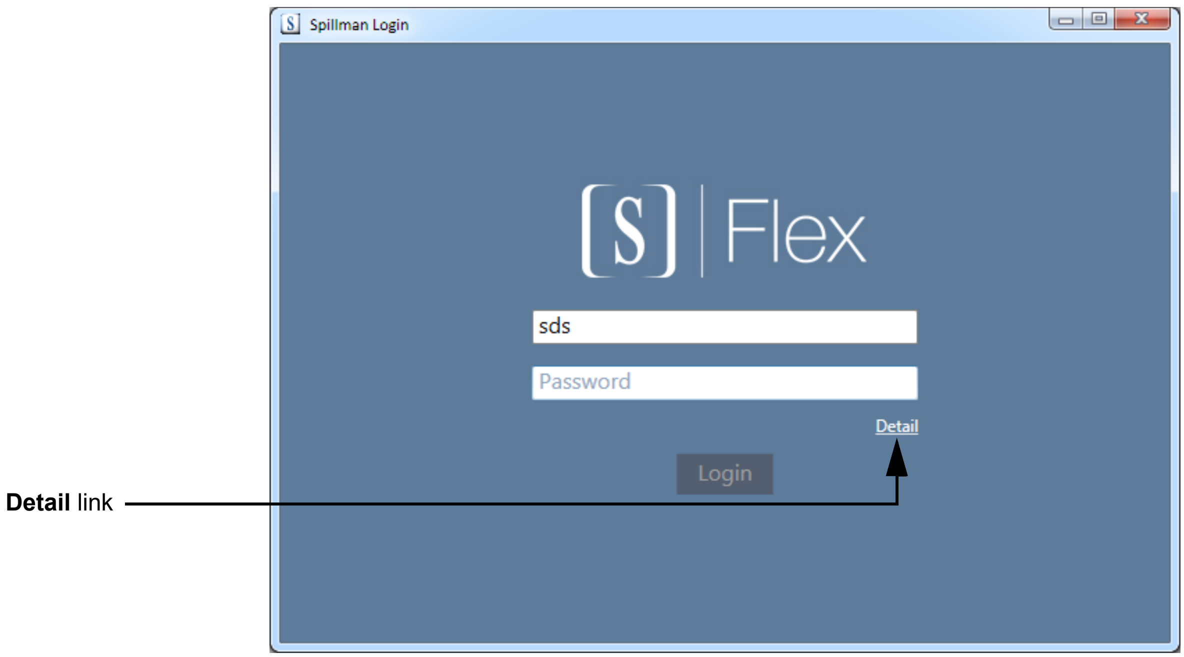
When logging in to your agency’s database, a unique username (personal login) and a password is required. Your username and password tell the software who is accessing the database so that the software knows the privileges, startup preferences, printer, and so forth that is associated with that username.

Normally, one username and password is required for your agency's Live database and a different username and password for the Training and Practice databases. Depending on how your SAA configures the software, a database might need to be specified after entering your usename and password. See your SAA for more information.

To start the software:

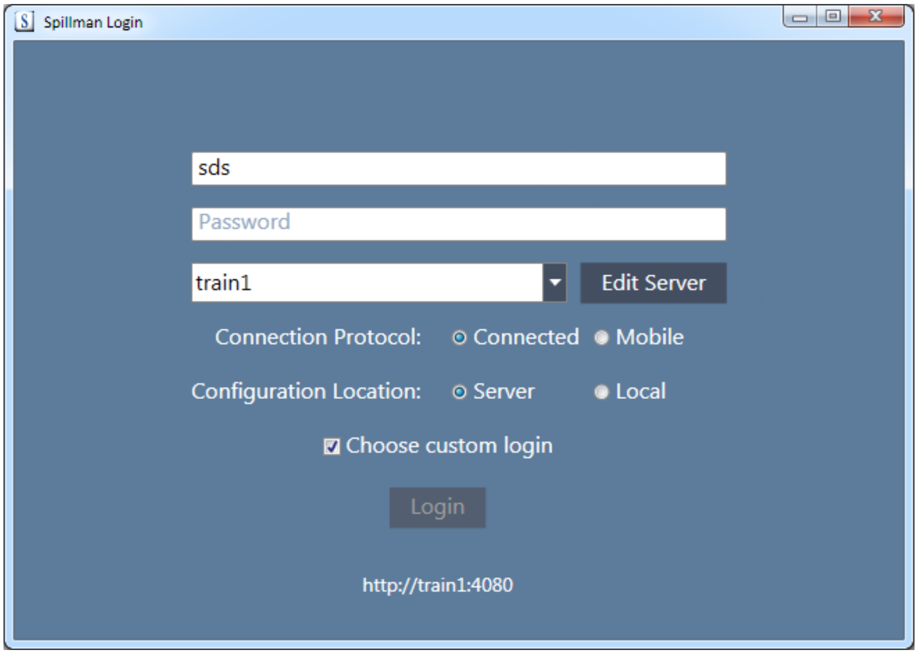
1. Do one of the following:
   – Double-click the **Spillman** shortcut icon on your desktop.
   – From the Start menu, select **Spillman**.

   The Login screen opens.



2. Click the **Detail** link.

Details for the software are displayed, including server options and database information.



NOTE

When the Login screen is opened, the username for the last user on that computer is populated.

3. In the **User Name** field, enter your personal username.
4. In the **Password** field, enter your personal password.

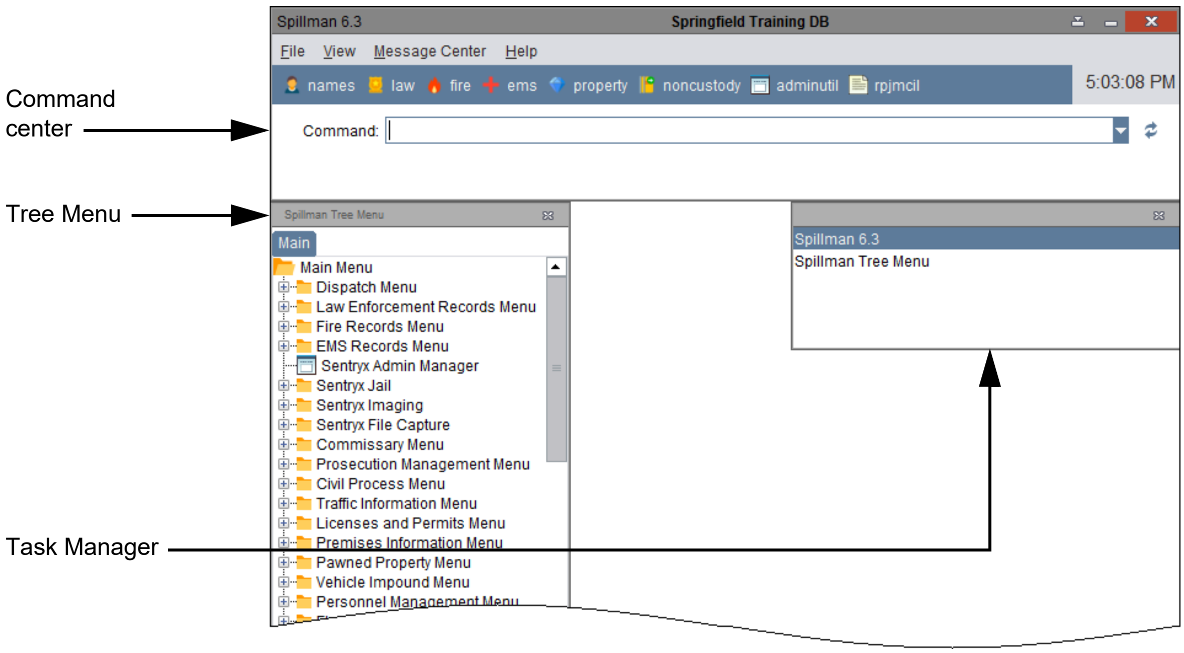
NOTE

Characters for the password do not appear on the screen but are read by the computer. If Caps Lock is on when logging in to the software, then a message is displayed below the **Password** field to indicate that it is on.

If an error is made when entering your username or password, then a message box opens, stating that your login or password is incorrect. Click **OK**, and then re-enter your username and password. If problems persist, then contact your SAA. To protect the integrity of your data, usernames and passwords that cross your agency's network are encrypted.

5. Click **Login**, or press Enter.

The command center, the Main menu, and the Task Manager open.



NOTE

The Tree Menu might not contain all of the items shown in this manual. The menu shows only the modules that you have access to. Your SAA assigns certain security privileges that define what users can do in the software.

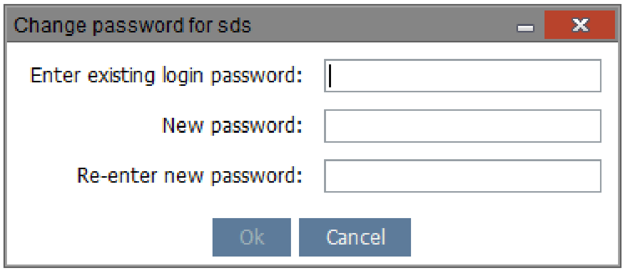
For information about using the command center, see "Using the Command Center" on page 76.

Creating or changing a password

To create or change a password:

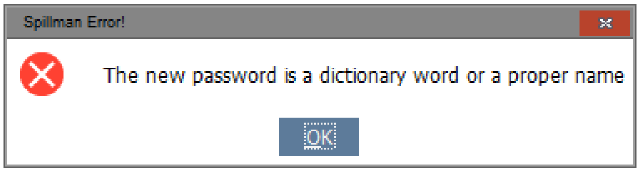
1. At the command line, enter **`password`**.

The Change password window opens.



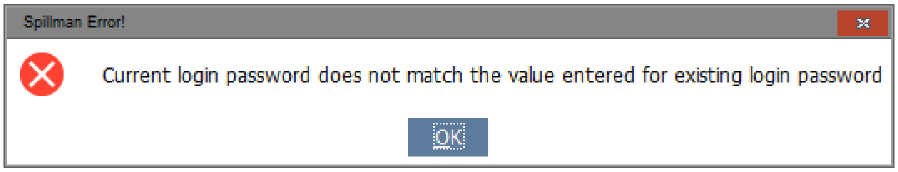
2. Complete the following fields:
   – **Enter existing login password**: Enter your current password.
   – **New password:** Enter your new password.
   – **Re-enter new password**: Re-enter your new password.
3. Click **OK** to save the changes.

   One of the following occurs:
   – If the password meets the requirements, then the Change password window closes and the password is updated.
   – If the password is found in the dictionary, then the following window opens.



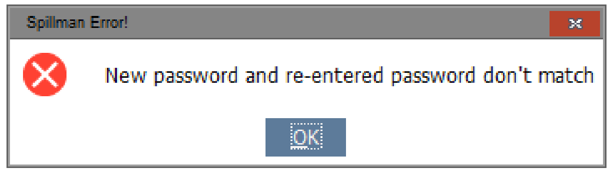
Click **OK** to return to the Change password window. Repeat step to enter a new password.

   – If the established user password is entered incorrectly, then the following window opens.



Click **OK** to return to the Change password window. Repeat steps 2–3 to enter a new password.

– If the new password does not match with the re-entered password, then the following window opens.



Click **OK** to return to the Change password window. Repeat steps to enter a new password.

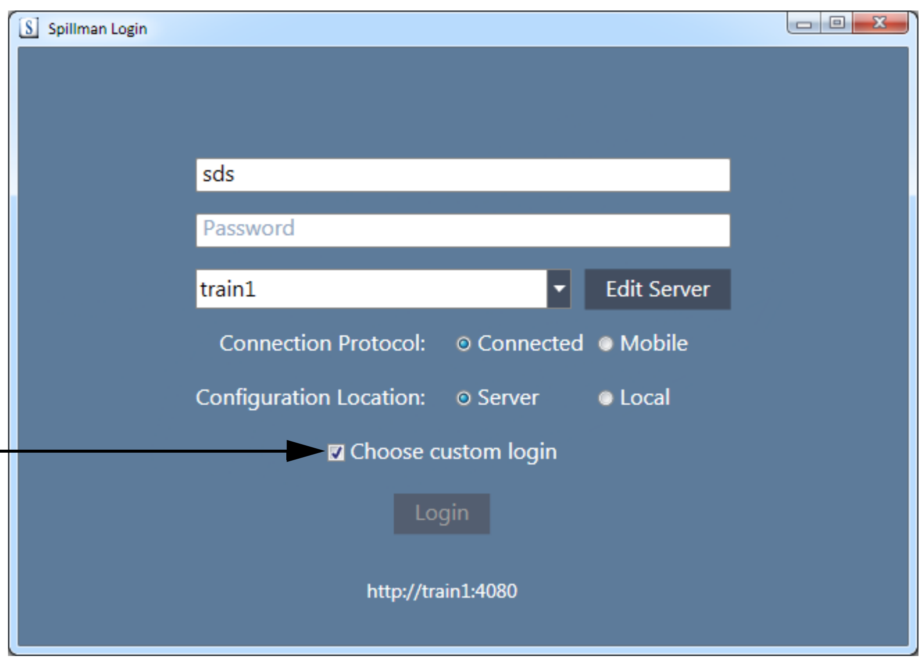
Selecting a database at login

If your personal login provides access to more than one database, then set up the software to allow to choose a database at startup.

To select a database at login:

1. Start the software.
2. At the Login screen, enter your username and password.
3. Click **Detail** to expand the Login screen.

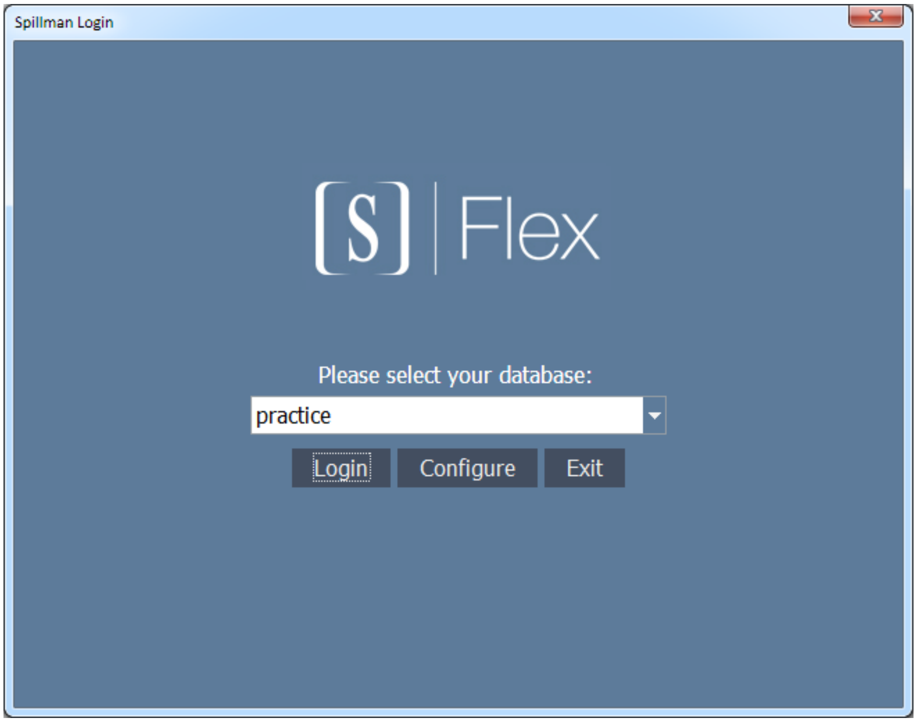
Choose custom login check box



4. Select the **Choose custom login** check box.

5. Click **Login**.

   The **Database** field is displayed.

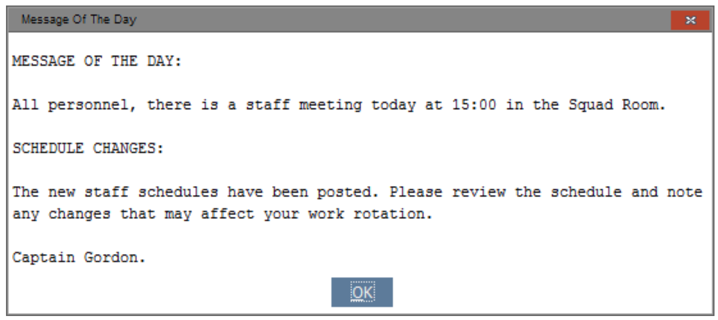


6. In the **Database** field, select a database to use from the drop-down list.
7. Click **Login** to log on to the selected database.

   The software is set to prompt for a database at the start of the next session.

Using a startup message

Your SAA can create a message that appears to all users when they start the software. The message appears in a separate window that looks similar to the following example.



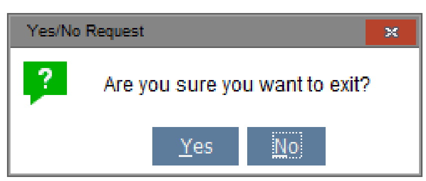
To close the message, click **Close** or press Enter.

Exiting the software

To exit the software:

1. Do one of the following:
   - Click the **Close** button in the upper-right corner of the command center.
   - From the command center, select **File** > **Exit**.
   - At the command line, enter **e**, and then press Enter.

   The following dialog box might open.



2. Click **Yes**, or press Enter. Otherwise, click **No**.

   The software closes.

Selecting Your Work Environment

Your SAA can configure the software so that you can select your work environment as you start the software. For example, if your agency has more than one printer, your SAA can create a script that lets you select one of the available printers as your primary printer. The software might select a different printer as your printer for UNIX mail.

If a script exists for your username, a dialog box appears after you start the software. The dialog box contains a list of options, such as printers.

To select a value from the list, do one of the following:

- Double-click the value.
- Press the Down Arrow or Up Arrow key to highlight the value, and then press Enter.

Changing an environment variable after login

Your SAA can set up the software to allow certain environment variables to be changed after logging in. For example, if your primary printer goes off line or is busy, then select a different printer.

To change an environment variable after login:

1. Use one of the following methods to start the `setenv` program:
   - At the command line, enter **`setenv`** and press Enter.
   - If you are working in a screen, such as the Names screen, select the **Run** button. The software brings the command center to the front. At the command line, enter **`setenv`** and press Enter.

   A dialog box appears.
2. Select the environment variable to use.

Configuring the Software

The Configuration dialog box allows the following types of settings to be configured:

- Settings that determine the login to your agency's server. Normally, these settings are configured by your SAA, and do not need to be changed.
- Settings that determine how the software starts up and appears for your personal login.

The Configuration dialog box contains several settings that are specific to the Computer-Aided Dispatch module. These settings are described in the CAD documentation. The following section describes the settings that affect all modules.

TIP

The colors of the software windows and screens *do not* follow the system settings for your computer. These settings cannot be changed in the Windows Control Panel. Instead, change the colors of the software windows and screens as described in "Settings on the Appearance tab" on page 61.

Opening the Configuration dialog box

The Configuration dialog box can be opened before or after logging in.

Before login

To open the Configuration dialog before login:

1. Start the software.
2. At the Login screen, enter your username and password.
3. Click **Detail** to expand the screen.
4. Click **Configure**.

The Configuration dialog box opens.

After login

To open the dialog box after login, at the command center, select **File > Configure**.

Using the Configuration dialog box

The Configuration dialog box contains the following tabs:

- Connection
- Appearance
- CAD Keypad
- CAD Sort Order
- Map Settings
- Image Settings
- General Settings

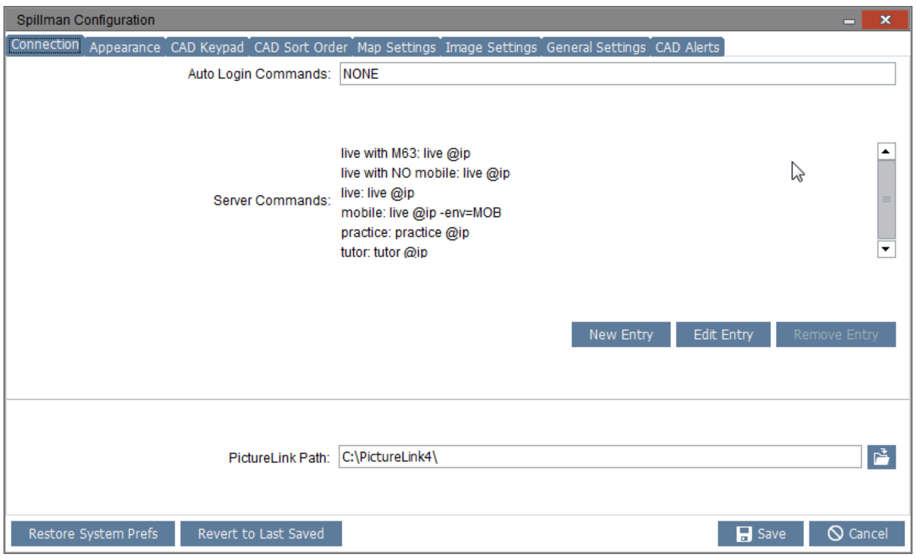
To open a specific tab, click the tab header. Note the following:

- The settings on the **CAD Keypad**, **CAD Sort Order**, and **Map Settings** tabs apply to the Computer Aided Dispatch (CAD) module. See the *CAD User Manual*.
- The settings on the **Image Settings** tab apply to the Imaging module and are usually set by your SAA. For more information, see the *Imaging Manual*.

- The settings on the **Connection**, **Appearance**, and **General Settings** tabs apply to all modules, and are explained in the following sections:
  - "Settings on the Connection tab" on page 60
  - "Settings on the Appearance tab" on page 61
  - "Settings on the General Settings tab" on page 63

Settings on the Connection tab

The **Connection** tab of the Configuration dialog box looks like the following example.



Administrator settings

Most settings on the **Connection** tab are configured by your SAA.

> **CAUTION**
>
> Do not change these settings unless instructed to do so by your SAA.

The following table lists the settings that your SAA configures.

Setting	Description
Server Commands	The values in this field indicate the functions that the software executes on the server that contains your agency's databases.

Setting	Description
PictureLink Path	The local directory that contains the PictureLink program.
Documentation Path	The directory (local, on the server, or on a website) that contains the software documentation (in Adobe Acrobat format).

User settings

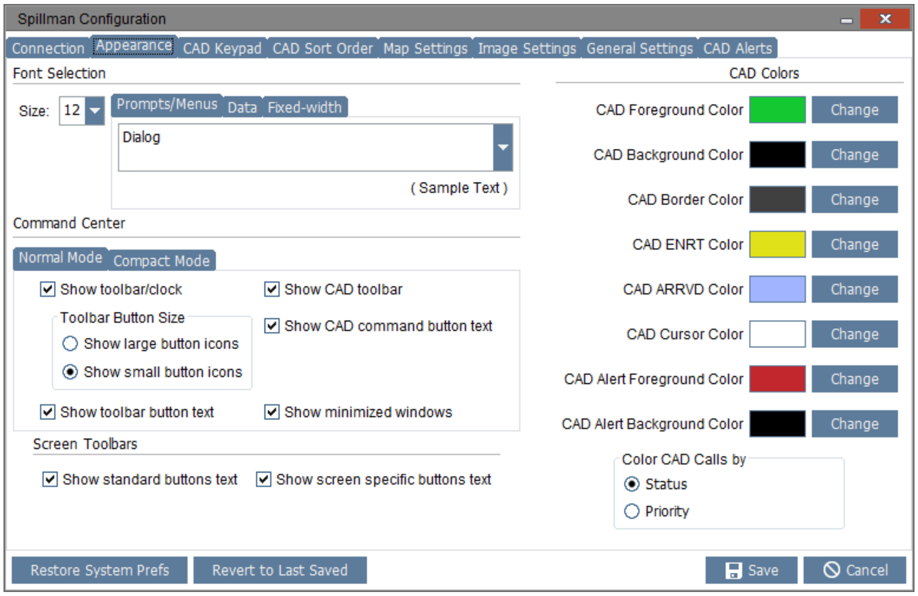
Users can specify a screen or multiple screens for the software to open when logged on. For example, the software can be set to open the CAD screen, the Law screen, and the Names screen upon startup.

To set specific screens to open at startup, enter the names of the screens in the **Auto Login Commands** field. Separate names by a semicolon (;). Enter the names exactly as they appear on the screen. For example, enter **`cad;law;names`**.

Your settings are saved on your agency's server. Use your personal configuration from any computer on your agency's network.

Settings on the Appearance tab

The **Appearance** tab of the Configuration dialog box looks like the following example.

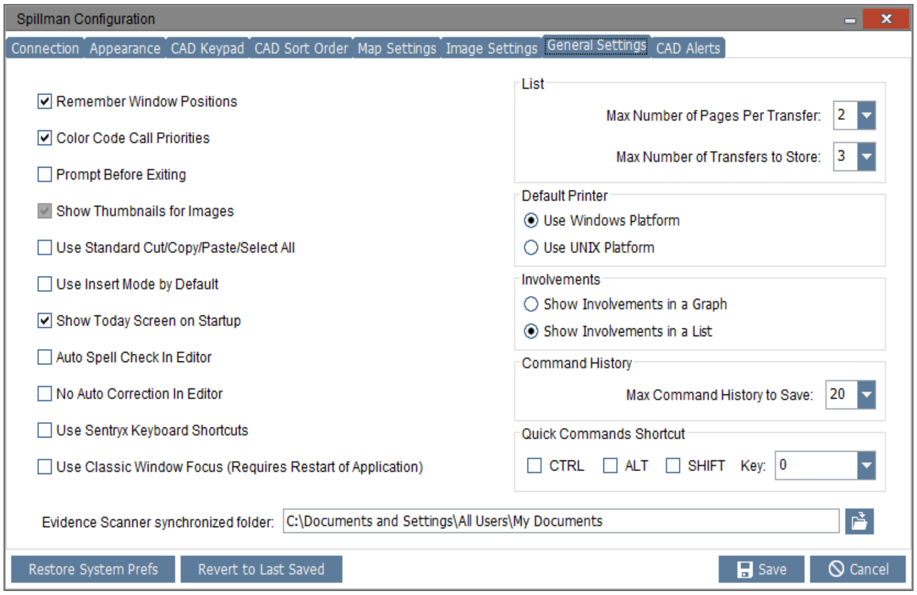


The following table lists the settings on the **Appearance** tab.

This setting	Does this	To change the setting, do this
Font size	Changes the font size for text on the screens. The default (12 points) works for most monitors. A different font size might work better for small or very large monitors.	To change the font size: 1. Open the **Appearance** tab of the Configuration dialog box. 2. In the **Font Size** field, select a different font size from the list. 3. Click **Save**. 4. Exit the software. Your change takes effect immediately.
Standard Typeface	Changes the font used for the names of fields, menu names, button text on the toolbar, shortcut text on the command center, and so on.	Select a different font from the list. The list contains the fonts that are installed on your computer. The selected font appears below the field.
Fixed Typeface	Changes the font used for the information displayed in fields.	Select a different font from the list. The list contains the fonts that are installed on your computer. The selected font appears below the field.
Show Standard Options Text	Displays or hides text for the buttons on the main and detail toolbars.	Click the check box. When a check mark appears, the name of each button is displayed next to the icon for that button.
Show Custom Options Text	Displays or hides text for the buttons on the screen toolbar.	Click the check box. When a check mark appears, the name of each button is displayed next to the icon for that button.
CAD Colors	These settings are relevant only if you use the Computer-Aided Dispatch (CAD) module.	See the *CAD User Manual*.

Settings on the General Settings tab

The **General Settings** tab of the Configuration dialog box looks like the following example.



The following table lists the settings on the **General Settings** tab.

This setting	Does this	To change the setting, do this
Remember Window Positions	Upon startup, the software positions the windows as they were positioned when the last session ended.	Click the check box. When a check mark appears, the software remembers the last window positions.
Color Code Call Priorities	This setting is relevant only if your position uses the Computer-Aided Dispatch (CAD) module.	See the *CAD User Manual*.
Prompt Before Exiting	Determines whether the `Are you sure you want to exit Spillman?` prompt opens when exiting the software.	Click the check box. When the check mark appears, the software displays the prompt when the software is closed.
Show Thumbnails for Images	Displays a thumbnail image of the person, vehicle, or property (if your agency's database contains an image). This setting is relevant only if your agency has images available.	Click the check box. When a check mark appears, the software shows thumbnail images.
Use Standard Cut/Copy/Paste/Select All	Activates the standard Windows key combinations for cut, copy, and paste, overriding the UNIX functions for these key combinations.	Click the check box. When a check mark appears, the software uses the standard Windows key combinations.

This setting	Does this	To change the setting, do this
User Insert Mode by Default	Sets screens to open in Add mode, or Search Mode if the screen requires a search before adding.	Click the checkbox. When a checkmark is displayed, the screens open in Add mode.
Show Today Screen on Startup	Sets the software to show the Today screen when a new session is started.	Click the checkbox. When a checkmark is displayed, the Today screen opens with the software.
Auto Spell Check in Editor	Enables the spell check feature in the text editor.	Click the checkbox. When a checkmark is displayed, the spell check feature is enabled.
No Auto Correction In Editor	Disables the auto-correct feature in the text editor.	Click the checkbox. When a checkmark is displayed, the auto-correct feature is disabled.
Use Sentryx Keyboard Shortcuts	Allows the software to recognize Sentryx keyboard shortcuts.	Click the checkbox. When a checkmark is displayed, the software recognizes Sentryx keyboard shortcuts.
Use Classic Window Focus (Requires Restart of Application)	Allows Alt+Tab to be used to switch between screens in the software.	Click the checkbox. When a checkmark is displayed, switching between screens using Alt+Tab does not work. The software needs to be restarted each time a change is made to this checkbox for the changes to take effect.
Max Number of Pages per Transfer	Sets the number of pages of list records that are transferred to your computer at a time.	Select a number from the list, and then click **Save**. The default value is 2.
Max Number of Transfers to Store	Sets the number of list record transfers that are stored on your computer.	Select a number from the list, and then click **Save**. The default value is 3.
Use Windows Platform	Sets your Windows platform printer as your default printer.	Click the option button. When the button is selected, the software uses the Windows printer as your default printer.
Use UNIX Platform	Sets your UNIX platform printer as your default printer.	Click the option button.When the button is selected, the software uses the UNIX printer as your default printer.
Show Involvements in a Graph	Displays involvements in a graph.	Click the option button. When the button is selected, involvements are displayed in a graph.
Show Involvements in a List	Displays involvements in a list.	Click the option button. When the button is selected, involvements are displayed in a list.
Max Command History to Save	Determines amount of actions performed on the command line that are saved in the history.	Click the up and down arrows to determine the amount of actions to save.
Quick Commands Shortcut	Set the keyboard shortcut to use the Quick Commands window. For more information, see “Using the Quick Commands Window” on page 87.	Select the **CTRL**, **ALT**, or **SHIFT** check box. In the **Key** field, select a key from the drop-down list.

Changing user settings

To change user settings:

1. Open the Configuration dialog box. See "Opening the Configuration dialog box" on page 58.
2. Open the appropriate tab.
3. Change the settings as desired.
4. Click **Save** to save your changes and close the dialog box.

> **TIP**
>
> To restore all settings to the default configuration, open the Configuration dialog box and click **Restore System Prefs**.

Using Night Mode

The Flex color scheme can be changed to be easily viewed in night-time conditions, called Night mode. The Night mode feature can be enabled or disabled manually. Once enabled, Night mode remains enabled from session to session.

To enable or disable Night mode, from the menu bar, select **View** > **Night Mode**.

Chapter 2

Adding Records

Jump to topic:

Overview

This chapter describes how to add new records to your agency's database. It also describes how to use menus, screens, toolbars, and where to access additional information if necessary. This information is necessary to perform any task in the software.

Basic steps

The following describes the basic steps to add a new record:

- **Open the appropriate screen.** Most of your work is performed on a screen. For example, to add information about a person, use the Names screen to access to the Names table. See "Using the Command Center" on page 76.
- **Search for an existing record.** Before adding a new record to certain tables, your agency's database must be searched to make sure the record does not already exist. For example, the Names, Vehicle, or Property table must be searched before adding a record for a person, vehicle, or property item. See "Adding a record when required to search first" on page 70.
- **Enter data.** When adding or modifying a record, enter information in the fields of that record. See "Entering Data" on page 121.
- **Save the record.** After entering information in a record, save the record. See "Adding a Record" on page 69.

For information on record creation and navigating, see the following sections:

- "Adding a record when required to search first" on page 70
- "Adding a record when not required to search first" on page 73
- "Using the Command Center" on page 76
- "Your changes are remembered the next time the software is opened." on page 83
- "Using the Tree Menu" on page 90
- "Using Screens" on page 94
- "Using the Toolbars" on page 97
- "Using Right-Click Menus" on page 110
- "Working with Screens" on page 114
- "Getting Help" on page 118

Adding a Record

This chapter describes the general procedure for adding records in any screen. When adding a specific type of record, refer to the chapter that covers that type of record.

To add this record type	See
Name record	“Adding a Name Record” on page 182
Vehicle record	“Adding Vehicle Records” on page 209
Property record	“Adding Property Records” on page 237
Wanted person record	“Adding Wanted Person Records” on page 251
On-Call Scheduling record	“Adding On-Call Scheduling Records and Resource Records” on page 271
Resource record	
Dissemination record	“Adding Dissemination and Demographic Summary Records” on page 287
Demographic Summary record	

The procedure for adding a record depends on whether the software requires searching your agency’s database to see if the record already exists. In the Hub module, the database must be searched before adding a record to the Names, Vehicle, or Property table. It’s not necessary to search the database before adding a Person, On-Call Scheduling, Resource, Dissemination, or Demographic Summary record.

To determine whether it’s necessary to search the database before adding a record to a particular table, do the following:

- Open the appropriate screen. See “Using Screens” on page 94.
- Look at the toolbar on the empty screen.

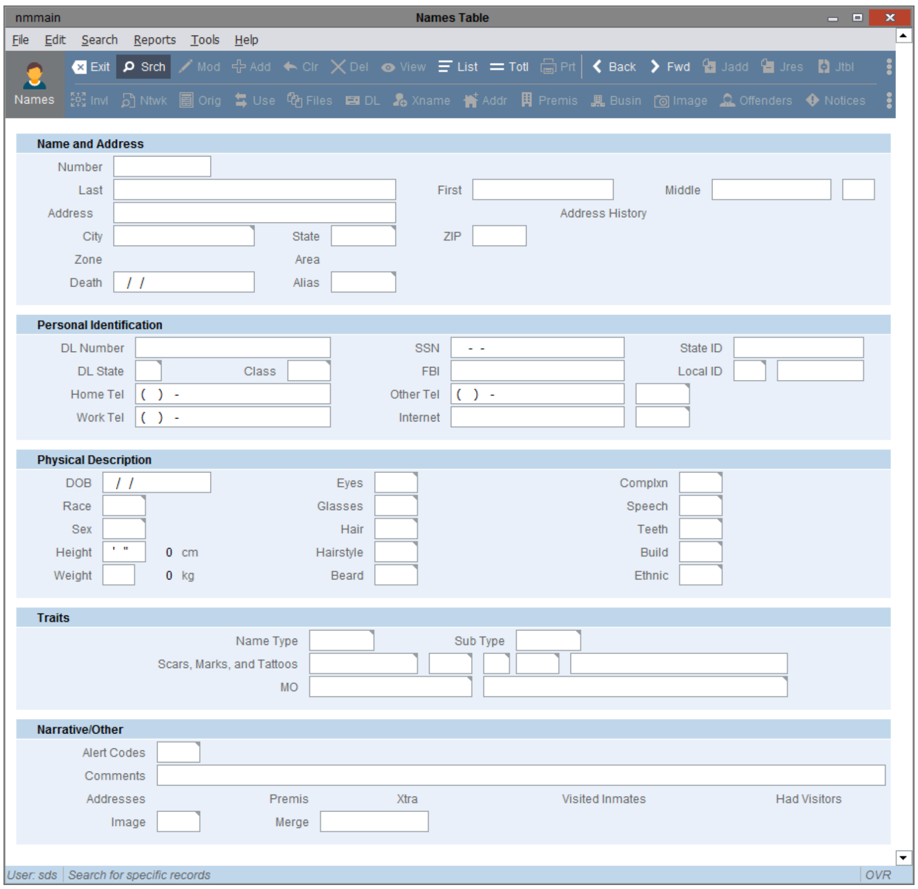
If the toolbar contains	Then see
An *available* **Add** button	“Adding a record when not required to search first” on page 73.
An *unavailable* **Add** button	“Adding a record when required to search first” on page 70.

Adding a record when required to search first

To add a record when required to search first:

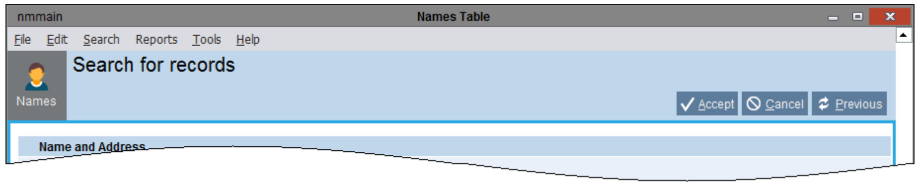
1. With the software open, open the appropriate screen. See “Opening a screen” on page 94.

   The screen is empty and the **Add** button is unavailable on the toolbar.



2. Place the screen in Search mode by doing one of the following:
   - From the toolbar, select **Srch**. The cursor rests in the first field.
   - Click the field in which to enter search information. The cursor rests in the selected field.

The toolbar displays the **Accept**, **Cancel**, and **Previous** buttons.



3. Enter the search criteria in the appropriate fields.
4. Click **Accept** (Alt+A) to begin the search.

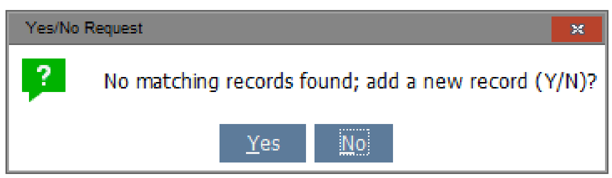
   One of the following occurs:

   – If one or more matching records are found, then the first matching record is displayed. Continue to step 5.

NOTE

Your SAA can set up the software to automatically open the list screen when a search is performed from the Names screen and the search finds more than one record. If the list window opens, then select the desired record from the list and continue to step 6.

   – If no matching records are found, then a dialog box opens, asking whether to add a new record.



   – Click **Yes**, or press Enter, to open new record with your search criteria populated in the appropriate fields. Continue to step 6.

5. Evaluate the record on the screen, and do one of the following:

   – If it is the desired record, then add or modify the existing information. See “Modifying and Deleting Records” on page 345.

   – If it is not the desired record, then check the search set for the correct record. See “Using the Total and List buttons” on page 72. If the desired record is not in the search set, then create it by clicking **Add**.

   The software puts the screen in Add mode, and the cursor rests in the first field.

6. Complete the fields for the record. See “Entering Data” on page 121.

> **TIP**
>
> To copy your search data into the empty record, press Ctrl+P.

7. Click **Accept** (Alt+A) to save the record.

> **TIP**
>
> To stop adding an unsaved record, click **Cancel** (Alt+C). The software does not save the data entered, and reuses the record number of the canceled record. To remove a saved record, see “Deleting Records” on page 360.

Using the Total and List buttons

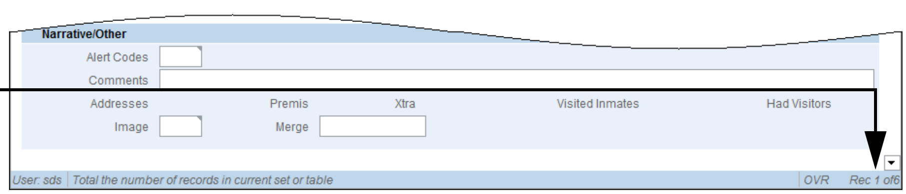
If your search does not display any matching records, use the **Total** and **List** button to verify how many records were found by the search, and to find and open the desired record from the search set.

To total and list the records in a search set:

1. After performing a search, click the **Totl** button.

   The status bar displays the total number of records found.

Total number of matching records

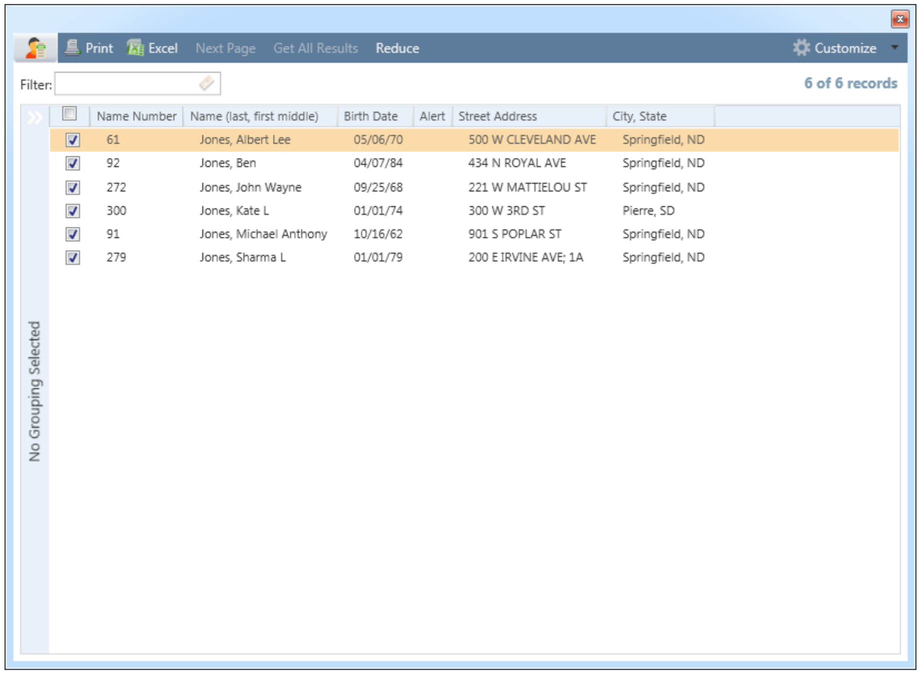


2. Do one of the following:

   – If the total indicates that the search found only one record and the record displayed is not the correct record, then the record does not exist in the database and must created by clicking **Add**.

   – If the search finds more than one matching record, then click the **List** button.

The list screen opens with all the matching records.



3. Double-click the desired record.

   The record opens in the main screen.

4. Do one of the following:

   – If the record is correct, then add or modify the existing information. See “Modifying and Deleting Records” on page 345.

   – If the record is not correct, then click **List** to reopen the list screen.

5. Repeat step 4 for each record that might be the one needed. If the record searched for is not found, then then from the list screen, click **Cancel** to return to the main screen.

Adding a record when not required to search first

To add a record when searching is not required first:

1. With the software open, open the appropriate screen. See “Opening a screen” on page 94.

The screen is blank and the **Add** button is available on the toolbar.

2. To put the screen in Add mode, do one of the following:
   – Click the field to enter data.
   – Click **Add**. See “Using the Toolbars” on page 97.
3. Complete the fields of the record. See “Entering Data” on page 121.
4. Click **Accept** to save the record.

> **TIP**
>
> To stop adding an unsaved record, click **Cancel** (Alt+C). The software does not save the data entered in the fields, and reuses the record number of the canceled record. To remove a saved record, see “Deleting Records” on page 360.

Adding record numbers

The software allows record numbers to be added manually. However, always follow your agency’s policy and do not manually add record numbers unless your SAA grants permission.

To add a record number manually, place the cursor in the **Record Number** field of a screen and type a number not already used by an existing record in the table. If the current record is referenced elsewhere in the database, then its record number cannot be modified.

Possible error messages

If more than one agency uses the software, your SAA can configure the software to partition records by agency. Records can be added to an agency partition only if the necessary security privileges for that partition are granted. If agency partitioning is enabled for a particular table, then a prompt showing one of the following errors might open:

- `3001 No privilege to add record`
- `3002 No privilege to delete record`

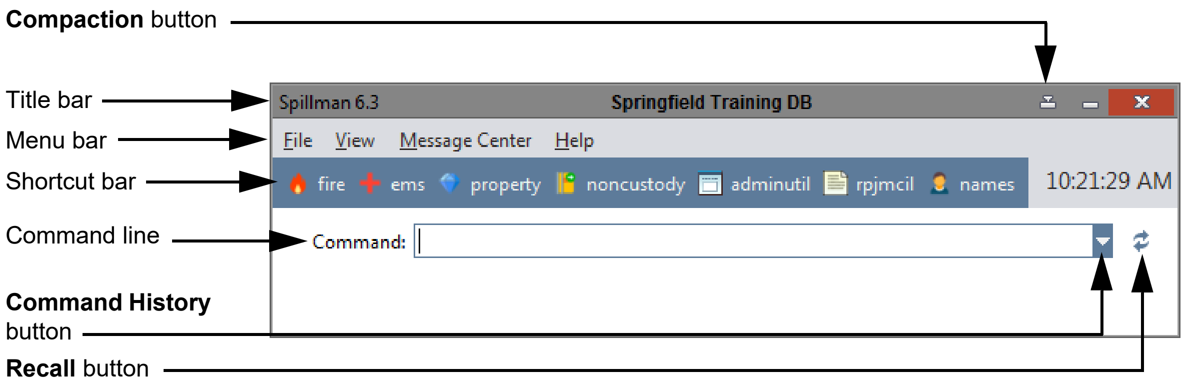
- `3003 No privilege to modify record`
- `3004 No privilege to move record from partition`
- `3005 No privilege to move record into partition`

These errors indicate that the necessary privileges to perform that function have not been granted. For addition privileges, consult your SAA.

Using the Command Center

After starting the software and logging in to your agency's database, the command center opens. If the Main menu was open during the last sessnion the software was used, then it reopens.

The command center is used to manage open screens, use shortcuts to quickly access frequently used screens, and enter commands.



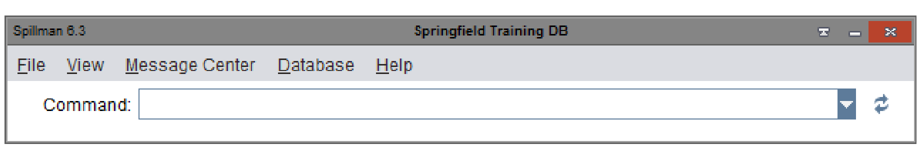
To make the command center the active window from any Flex screen, from the screen toolbar, click **Run**. For more information, see "Buttons on the main toolbar" on page 102.

Using the title bar

The title bar displays the software name and version number, the database being accessing, and the username for the person logged on to the software. Click the **Minimize** button in the upper-right corner of the title bar to minimize the program to the Windows taskbar. Click the **Close** button to exit the software.

Using the Compaction button

The **Compaction** button on the title bar allows you to view the command center in a smaller, more compact mode by collapsing the command center.



Click the button again to expand the command center to its original size.

To specify the items that appear in Compact mode, select **File** > **Configure** to open the Configuration window. In the **Command Center** area, select the **Compact Mode** tab, and then choose from the following list of options:

- Show toolbar/clock
- Show toolbar button text
- Show CAD toolbar button text
- Show minimized windows
- Show menu bar
- Show CAD toolbar
- Show command entry
- Show CAD command usage

The **Show toolbar/clock** and **Show command entry** options are selected by default.

NOTE

Your choices affect only the main command center, and not the command centers in additional sessions of CAD. For more information on opening additional sessions of CAD, see the *CAD User Manual*.

Using the menu bar

The menu bar contains menus from which to select commands, view open processes, customize the software, open the text editor or Message Center, access the Knowledge Center, or exit the software.

Using the shortcut bar

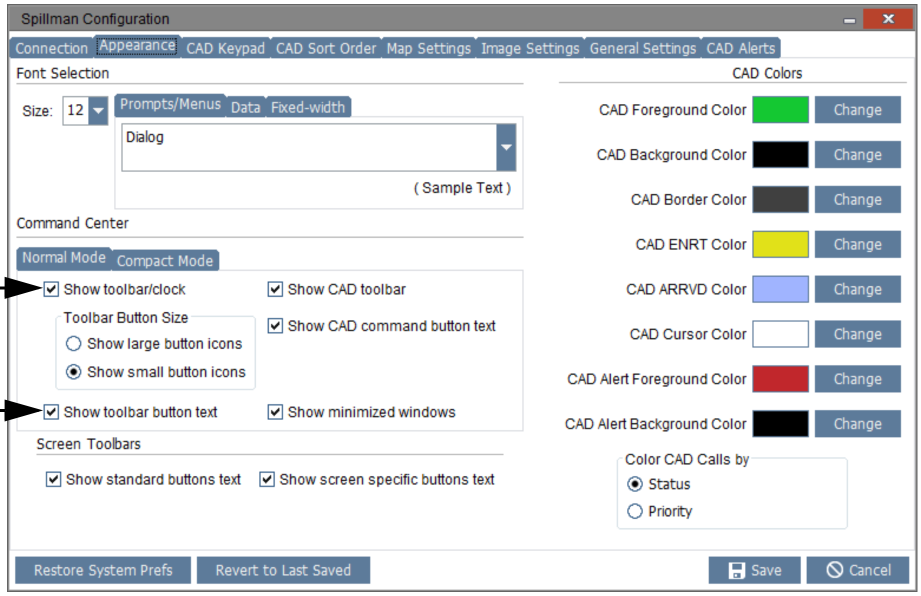
The shortcut bar contains shortcuts to the most frequently used screens. Click a shortcut to open the associated screen.

To turn the shortcut bar on or off:

1. From the menu bar, select **File > Configure.**

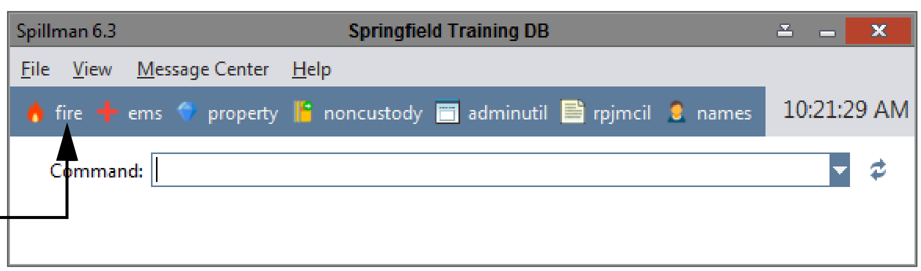
   The Configuration window opens.

2. Select the **Appearance** tab.



3. In the **Command Center** area, select or clear the **Show toolbar/clock** check box.
4. To display the names of the shortcuts, select or clear the **Show toolbar button text** check box.
5. Click **Save** to save your changes.

   The following example shows the shortcut bar with the shortcut text turned on.



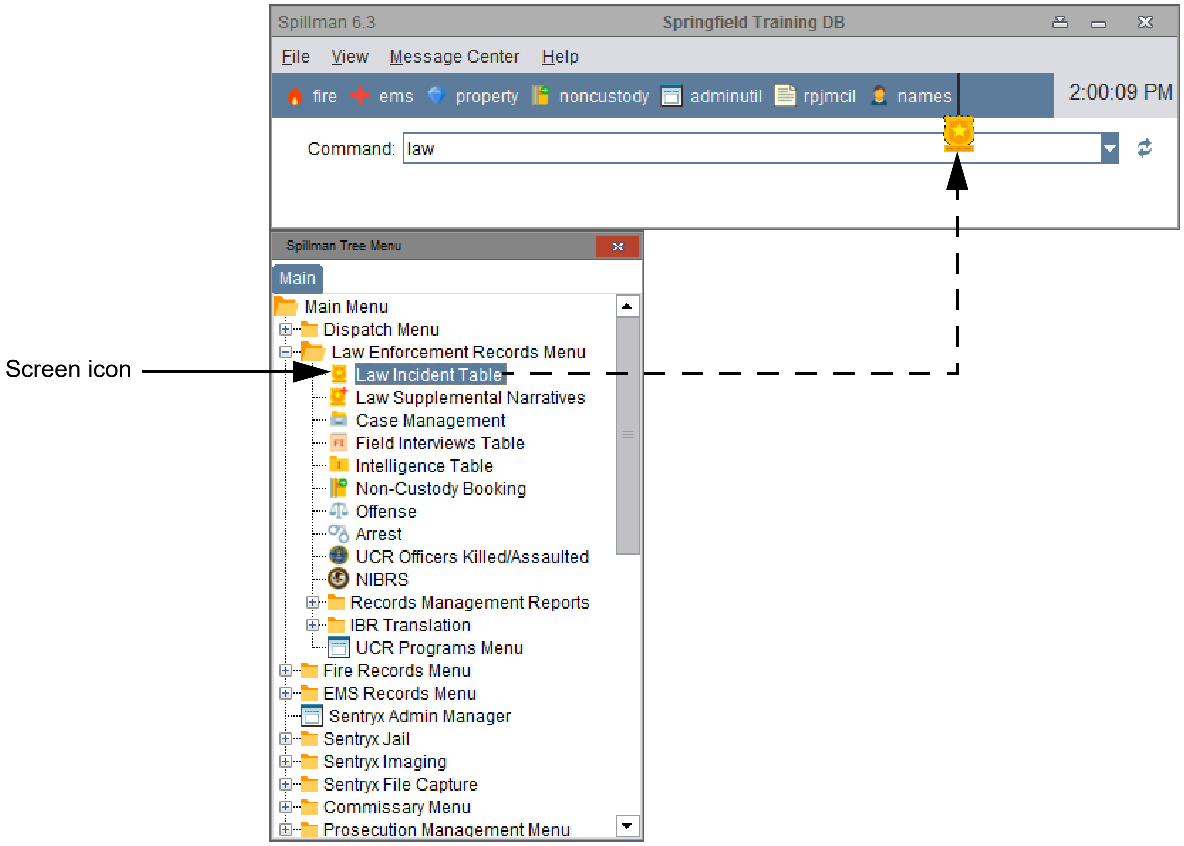
Adding icons to the shortcut bar

Screen icons can be added to the shortcut bar from the Tree Menu or directly from an open screen.

From the Tree Menu

To add a shortcut from the Tree Menu:

1. From the Tree Menu, locate the screen from which to add a shortcut. See "Using the Tree Menu" on page 90.
2. Drag the screen icon from the Tree Menu to the shortcut bar.
3. Position the icon in the desired location, and then release the mouse pointer.



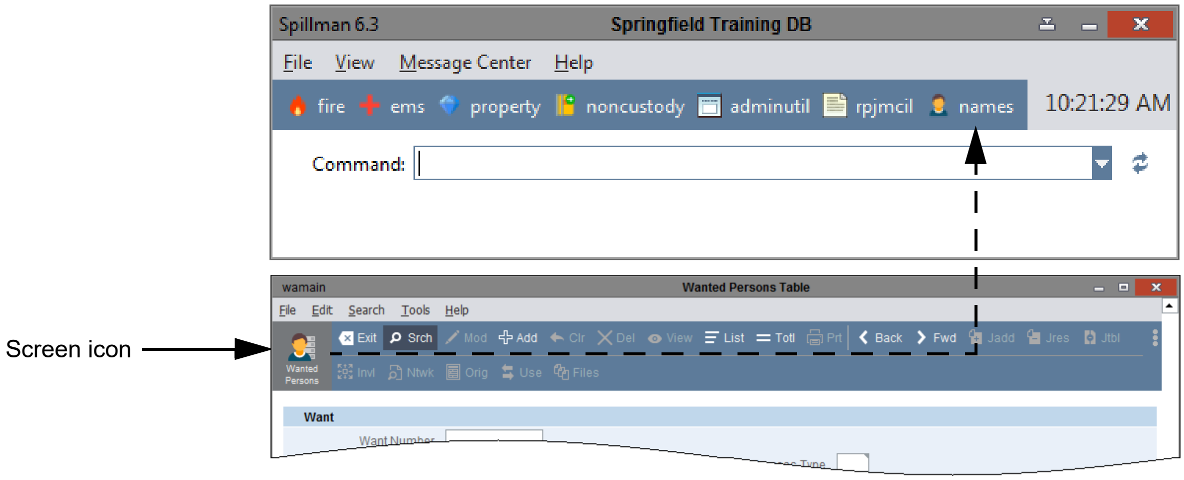
The icon is added to the shortcut bar.

From an open screen

To add a shortcut from an open screen:

1. Open the screen that contains the icon to add to the command center.

2. Drag the screen icon, located in the upper-left corner, to the shortcut bar.



3. Position the icon in the desired location, and then release the mouse pointer.

   The screen icon is added to the shortcut bar.

Removing icons from the shortcut bar

To remove a screen icon from the shortcut bar, drag the icon off the shortcut bar, or right-click the icon and select **Remove**.

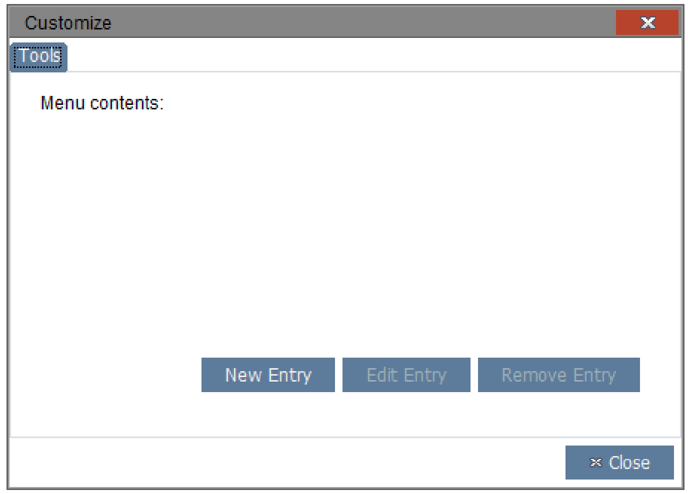
Creating Customized Shortcuts

Customized shortcuts can be added to the toolbar. For example, a shortcut to a web page or local file.

To create a customized shortcut:

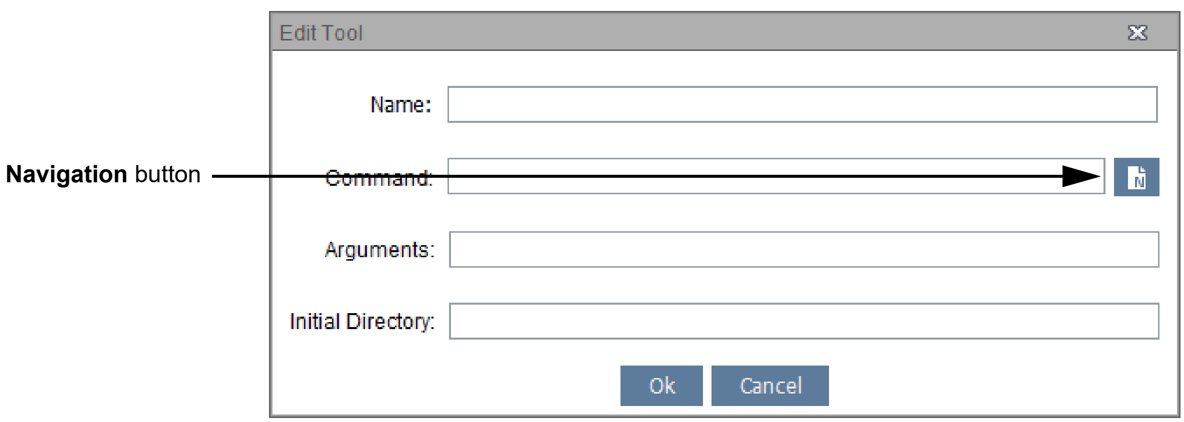
1. From the command center, right-click the toolbar, and then select **Customize**.

The Customize dialog box opens.



2. Click **New Entry**.

   The Edit Tool dialog box opens.



3. Complete the following fields:

   – **Name**: Enter a name for the shortcut. The name can be up to 12 characters.

   – **Command**: Enter the command or URL to open the desired executable program or website. For example, `notepad.exe` or `http://www.spillman.com`.

     To search for an executable program on your computer, click the **Navigation** button to open the Choose Command dialog box. Locate the file, and then click **Set Path** to close the dialog box and display the executable program in the **Command** field.

- **Arguments**: Enter any program parameters for the command. For example, the parameter needed to open a text file for Windows Notepad is `textfile.txt`. Multiple parameters can be added, separated by a space. For example, `pmtr1 pmtr2 pmtr3`. If a parameter itself contains a space, then enclose the parameter with quotes. For example, `“textfile.txt with space”`.
- **Initial Directory**: Enter the current working directory that the command is initially running from. For example, `C:\Users`.

4. Click **OK**.

   The entry is listed on the Customize dialog box.

5. Repeat steps 2–4 for additional customized shortcuts.
6. To edit an entry, select it and click **Edit Entry**.
7. To remove an entry, select it and click **Remove Entry**.

   A dialog box opens, asking for confirmation.

8. Click **Yes**.
9. When finished, click **Close**.

   The Customize dialog box closes and shortcuts are displayed on the toolbar.

10. To remove a customized shortcut from the toolbar, right-click the shortcut, and then click **Remove**, or drag the shortcut off the toolbar.

Using the Active Database indicator

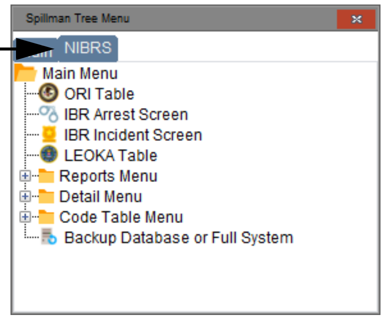
The Active Database indicator displays the name of the database that is being used, also called the *active database*. The Main database is the database that stores records such as Name, Vehicle, Property, and Law Incident records.

In addition to the Main database, your agency might be using the following databases:

- **NFIRS.** The NFIRS database stores information for the *National Fire Incident Reporting System.*
- **NIBRS.** The NIBRS database stores records for the *National Incident Based Reporting System*.

To make a database active, click the appropriate tab from the Tree Menu. For example, if your agency uses the National Incident-Based Reporting (NIBRS) module *and* the NIBRS database is opened, then select `NIBRS` from the list to make NIBRS the active database.

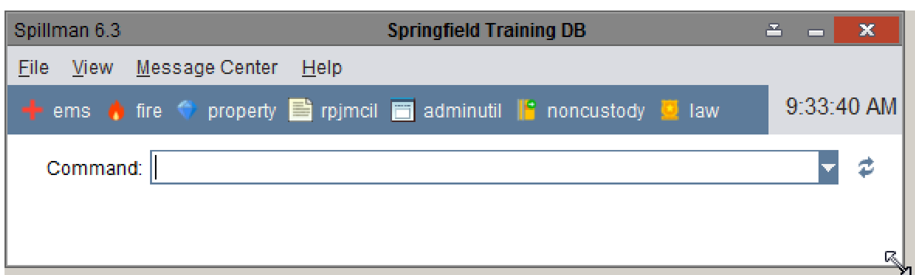
Active Database tab



Resizing the command center

To resize the command center:

1. From the command center, hold the mouse pointer over one corner until it changes to a double arrow.



Double arrow

2. Drag the corner until the window reaches the desired size, and then release the pointer.

   Your changes are remembered the next time the software is opened.

TIP

The command center can be dragged to any position on the desktop.

Using the Command Line

The command line is used to quickly open screens and execute commands. For example, to open the Names screen, enter **`names`** at the command line and press Enter. To exit the software, enter **`e`** at the command line and press Enter.

Be aware that commands can be entered at the command line only when the command center is active. To make the command center active, click any visible part of the command center.

Opening screens or reports

To open a screen directly from the command line:

1. At the command line, enter the name of the screen to open.

> **NOTE**
>
> To view a list of the available screen names, press Ctrl+E. A lookup window appears. For information about selecting an item from the list, see "Selecting a code" on page 137.

2. Press Enter.

   The software displays the specified screen.

3. When finished, click the **Exit** button to close the screen.

Running another program

The command line can be used to temporarily run another program. For example, it's possible to run a program that lets users send or read UNIX mail.

To run another program from the command line:

1. Enter the name of the program to run.

   To view a list of the available screen names, press Ctrl+E. A lookup window appears. For information about selecting an item from the list, see "Selecting a code" on page 137.

2. Press Enter.

   The software starts the specified program.

3. When finished, click the **Exit** button to close the program.

The software displays the command center.

> **TIP**
>
> Several programs can be run (open several screens) at the same time. For example, it's possible to go from Names to Vehicle, and then from Vehicle to Vehicle Inventory Reports. Your SAA determines the number of run levels possible (the number of levels deep in the software users can go). Using several run levels uses more memory on your computer and on your agency's server. If your computer seems to operate more slowly than normal, close some of the open screens.

Using the command history

From the command line, view a list of the most recently entered commands and select one to re-enter. The number of commands that appear in the command history depends on how the software is set.

To view a list of the most recently entered commands:

1. At the end of the command line, click the drop-down arrow located, or press the Down Arrow on the keyboard.

   The software displays the Command History window.

2. Use the Down Arrow and Up Arrow to move to the desired command, and press Enter.

   The software enters that command at the command line.

3. Press Enter again to open the screen.

Specifying the number of commands allowed

To set the maximum number of commands for the command history:

1. Select **File** > **Configure** to open the Configuration window.
2. Click the **General Settings** tab.
3. In the **Command History** area, in the **Max Command History to Save** field, select `20`, `50`, or `100`.
4. Click **Save** to save your changes.

   The software displays up to the specified number of commands in the Command History window.

Using the Recall button

The **Recall** button is used to go backward through the 20 most recent commands entered at the command line. Each time the button is clicked, the software displays the previous command at the command line. Press Enter to perform the displayed command.

Using the Quick Commands Window

The Quick Commands window is a simple command line that can be quickly accessed with a keyboard shortcut at any time, as long as the software is running.

> **CAUTION**
>
> The Quick Commands window does not work in the CAD module.

To use the Quick Commands window, the keyboard shortcut must be specified.

Specifying the Quick Command shortcut

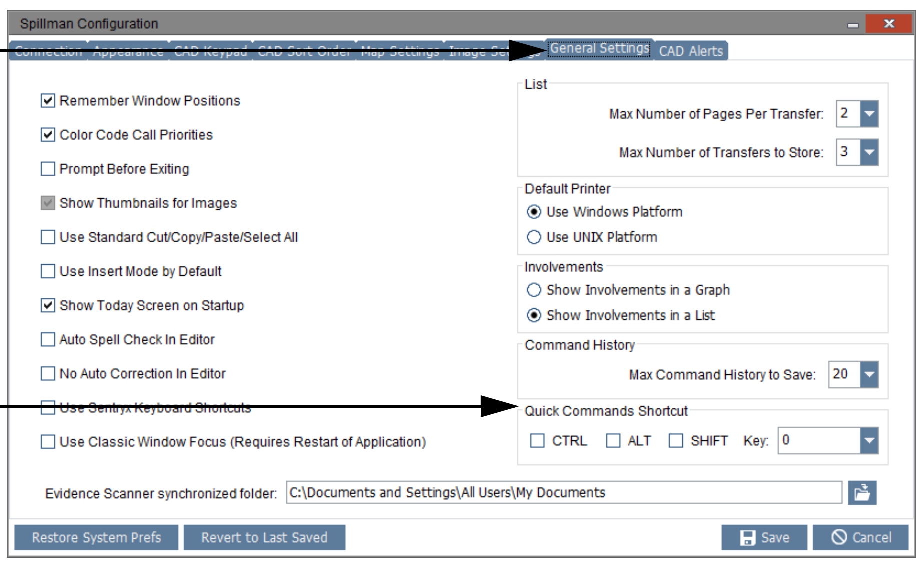
To specify the Quick Command shortcut:

1. Open the software.
2. Do one of the following:
   – At the command line, enter **`config`**.
   – From the menu bar, select **File** > **Configure**.

   The Configuration screen opens.
3. Click the **General Settings** tab.

General Settings tab

Quick Commands Shortcut area



4. In the **Quick Commands Shortcut** area, select at least one of the **CTRL**, **ALT**, or **SHIFT** check boxes.

5. In the **Key** field, select a key to use in the shortcut. For example, to have the keyboard shortcut be Ctrl+Shift+Q, select the **CTRL** and **SHIFT** check boxes, and then select **`Q`** in the **Key** field.

> **NOTE**
>
> It is required to select at least one of the check boxes. The Quick Command shortcut cannot be a single key because the shortcut is a global hotkey.
>
> It is recommended to select a key combination that is non-standard. For example, selecting Ctrl+X is *not* recommended because the combination is a standard keyboard shortcut in many programs.

6. Click **Save**.

   The Configuration screen closes, and the Quick Commands shortcut is saved.

7. Close the software, and then restart the application.

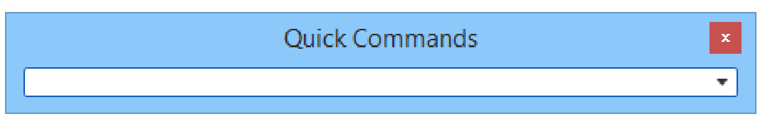
   The Quick Commands shortcut is activated.

Using the Quick Commands window

To use the Quick Commands window:

1. Open the software.
2. Press the Quick Commands shortcut. For example, Ctrl+Shift+Q.

   The Quick Commands window opens.



3. At the command line, enter the desired command. The Quick Commands window uses the same commands as the standard command line in the command center.

   The appropriate screen opens, and the Quick Commands window closes.

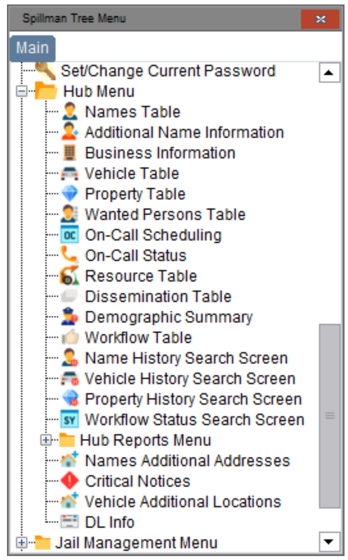
> **NOTE**
>
> To close the Quick Commands window without entering a command, click **Close**, press the Esc key, or click outside the Quick Commands window.

4. To reuse a command from the Quick Commands window, click the drop-down arrow to display the command history. Select the desired command.

> **NOTE**
>
> The command history for the Quick Commands window and the standard command line are separate.

Using the Tree Menu

The Tree Menu lists the modules, tables, and programs in thesoftware. The Main menu tab lists submenus, screens, or programs that show which options are available.



From the Main menu, perform the following tasks:

- Display the items in a submenu.
- Select a program, table, or report.

Menus list only those modules, tables, and submenus that are available. For example, if your SAA grants security clearance only for the Hub module, then the menu lists the tables only in the Hub module.

Taking a quick tour of menus

This section describes the basic functions of a menu. The procedure uses the Tutorial database because the menus in your Live database might not contain the same items.

To take a tour of menus:

1. Start the software. See “Starting and Exiting the Software” on page 48.

   The Main menu opens, and displays the menus and submenus for the software. Each menu is marked by a folder icon.

2. Select **Hub Menu** to expand the menu.

The menu contains submenus and/or menu items. Menu items are used to access a screen or report. The Hub menu gives access to all of the tables and screens in the Hub module. To open a screen, see "Opening a screen" on page 94.

3. Expand the **Hub Reports Menu** item.

   The menu lists the types of reports that you can run in the Hub module.

4. Expand the **Names Table Reports Menu** item.

   The menu lists the reports that compile information from the Names table.

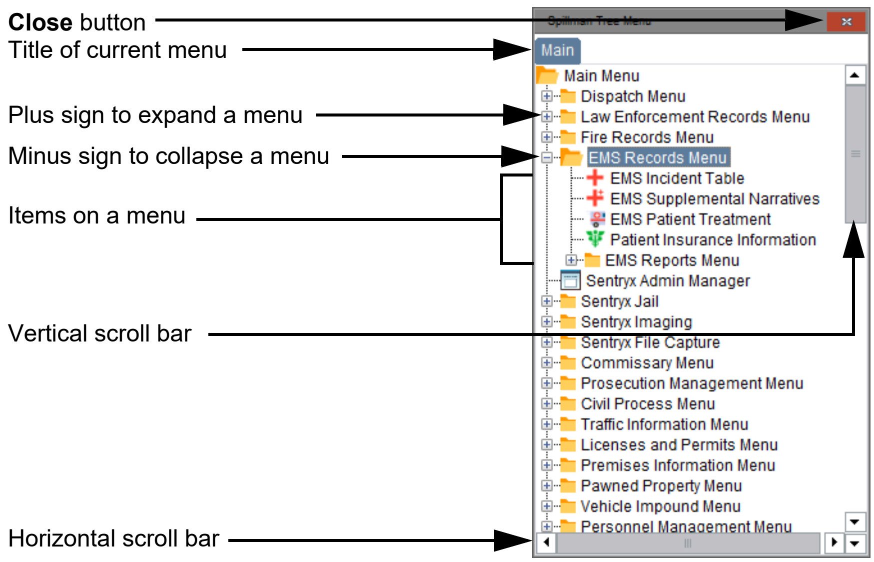
5. Collapse the **Names Table Reports Menu** item to close that menu.
6. Collapse the **Hub Reports Menu** item to close that menu.
7. From the Hub menu, double-click **Names Table** to open the Names screen.
8. From the toolbar, click the **Exit** button to close the Names screen and return to the Main menu of the Tree Menu.

TIP

The Tree Menu can be resized using the same method as the command center. For more information, see "Resizing the command center" on page 83.

Understanding menu elements

The Main menu shows the various parts of the Tree Menu.



Menu screens contain the following elements:

- **Close button.** Click this button to close the Main menu. This button functions like any standard Windows Close button.
- **Title bar.** Refer to the title bar to view the name of menu that applies to the current database. The IBR and NFIRS modules access separate databases. If your agency uses one or both of these modules the NIBRS or NFIRS database is accessed, the title bar displays the IBR or NFIRS database menu.
- **Expand/Collapse.** Click the plus sign to expand a closed menu, or the minus sign to collapse an open menu.
- **Menu items.** View the listed menu items to see the submenus and screens that can be selected.
- **Vertical scroll bar.** Use the standard scroll bar to vertically view items in the menu that do not fit in the window. The scroll bar appears only if menu items do not fit in the window.
- **Horizontal scroll bar.** Use the standard scroll bar to horizontally view items in the menu that do not fit in the window. The scroll bar appears only if menu items do not fit in the window.

Opening a menu

The Main menu in the Tree Menu contains a number of menus or submenus. Each menu is marked by a folder icon.

You can use the mouse or the keyboard to open or close a menu:

- To use the mouse, click the plus or minus sign next to the menu.
- To use the keyboard, do one of the following:
  - To open a menu, press the Up Arrow or Down Arrow key until the menu is highlighted, and then press the Right Arrow key.
  - To close a menu, press the Up Arrow or Down Arrow key until the menu is highlighted, and then press the Left Arrow key.
  - To move back to the top of the Main menu, highlight a closed menu and then press the Left Arrow key.

Opening a screen from a menu

To open a screen from the Main menu:

1. Open the menu that lists the screen. For example, open the Hub menu to open the Names screen.
2. Double-click the name of the screen. For example, to open the Names screen, double-click **Names Table**.

   The screen opens.

Opening a report from a menu

To open a report from the Main menu:

1. Open the menu that lists the report. For example, to open the Birth City report, open the Hub menu, the Hub Reports menu, and then the Names Table Reports menu.
2. Double-click the name of the report. For example, to open the Birth City report, double-click **Birth City Report**.

   The report opens.

Using Screens

This section describes the basic functions of a screen. To perform any work in the software, a screen must be opened. For an explanation of the connection between screens and tables, see "Understanding how records, tables, and screens are related" on page 28.

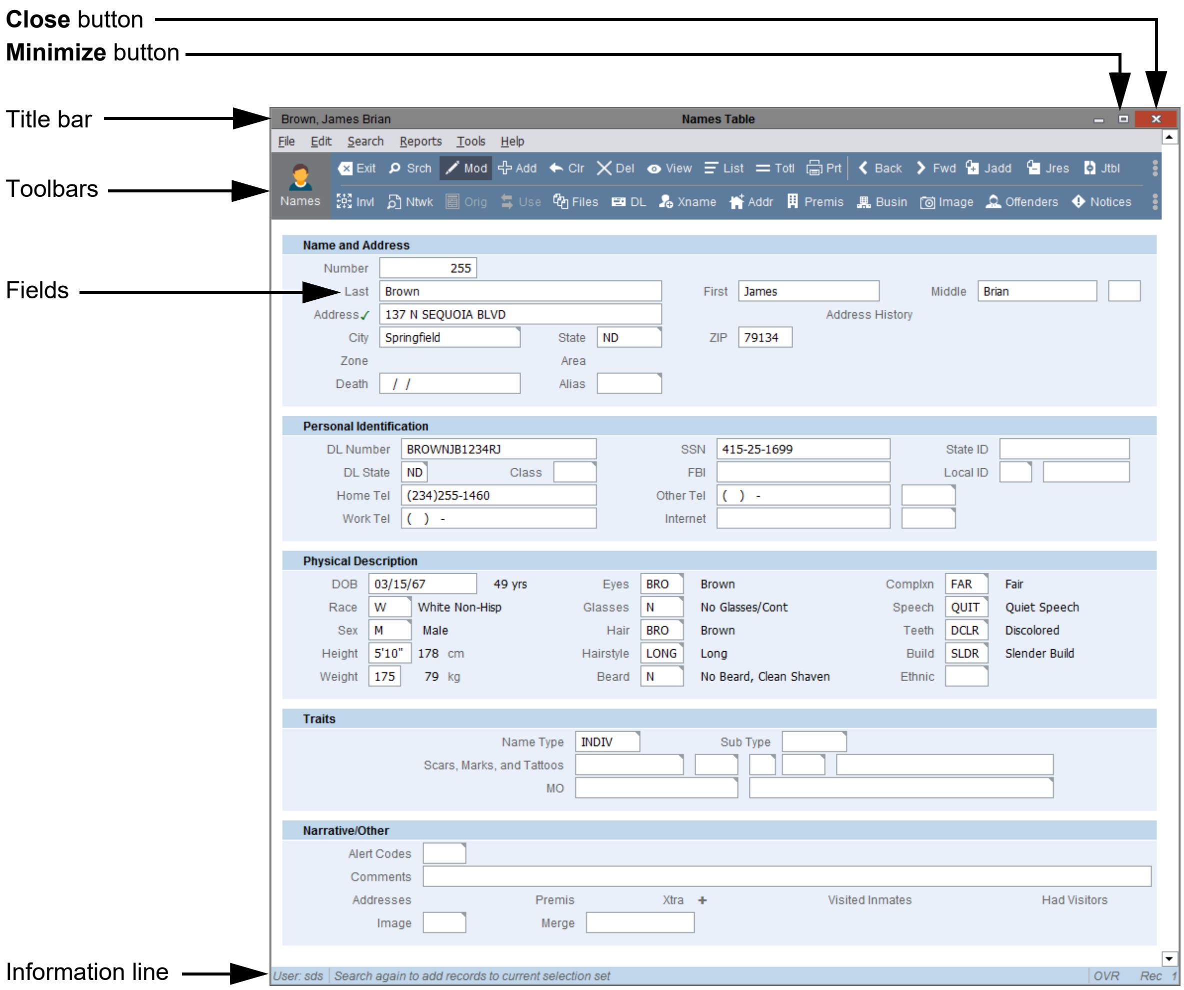
Opening a screen

Use any of the following methods to open a screen:

- From the shortcut bar, click the icon for the screen.
- At the command line, enter the name of the screen, and then press Enter.
- From the Main menu, double-click the name of the table that is associated with the screen. For example, to open the Names screen, double-click **Names Table**.
- From the Main menu, use the arrow keys to highlight the name of the table that is associated with the screen, and then press Enter.

Understanding screen elements

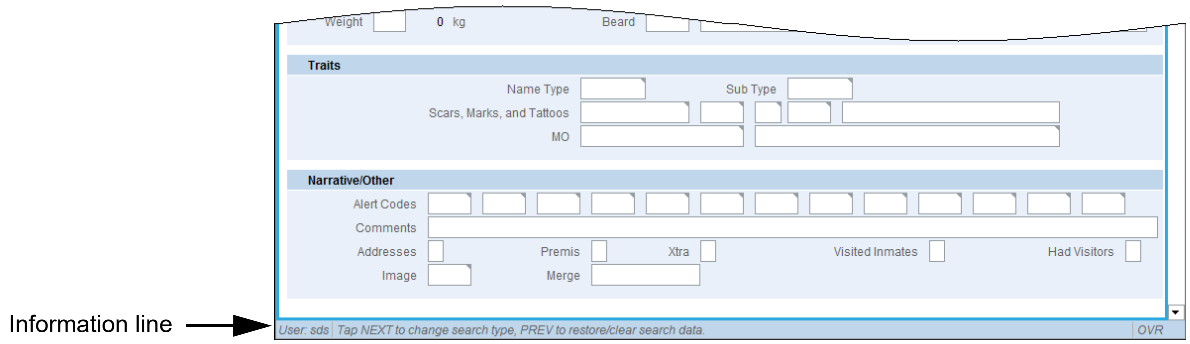
The following example shows the various parts of a screen.



Most screens contain the following elements:

- **Close button.** Closes the screen. This button functions like any standard Windows Close button.
- **Minimize button.** Minimizes the screen to a button on the command center.
- **Title bar.** Displays the name of the screen and information about the current record.
- **Toolbars.** Used to select a mode or function. For example, to search for a record, click the **Srch** button. For more information, see "Using the Toolbars" on page 97.

- **Fields.** Used to enter or view specific information about the record.
- **Information line.** Displays various information related to the function selected. The information line can also display instructions related to your next action. For example, after clicking the **Srch** button, the information line explains how to change the search type for the current field and how to restore or clear search data.

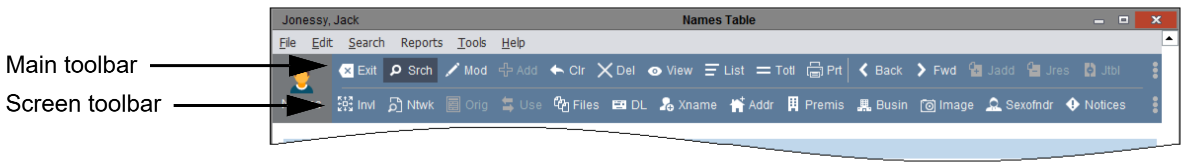


Using the Toolbars

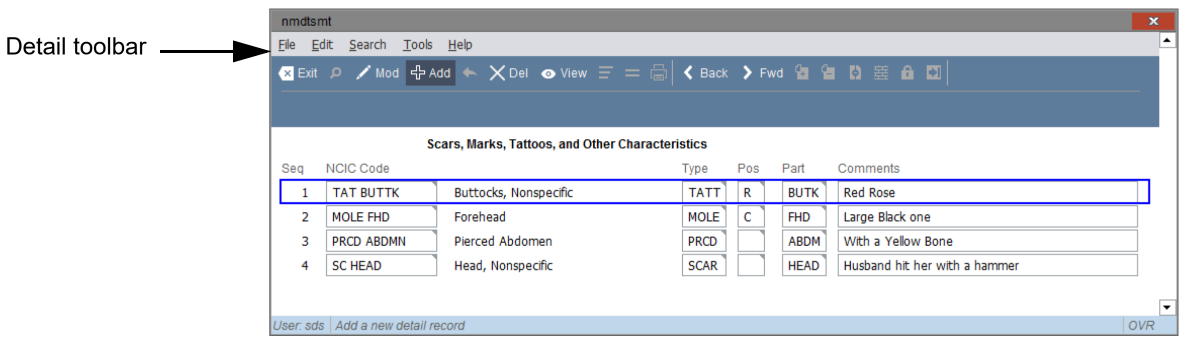
The toolbars help to navigate screens and perform tasks. The buttons on the toolbars allow access to the most commonly used software functions.

The software has the following types of toolbars:

- **Main toolbar.** Displays the core buttons that apply to all screens, such as the **Srch**, **Add**, **Mod**, and **Del** buttons.
- **Screen toolbar.** Displays buttons that apply to the screen being viewed. For example, the **Invl**, **Use**, and **Xname** buttons on the Names screen.

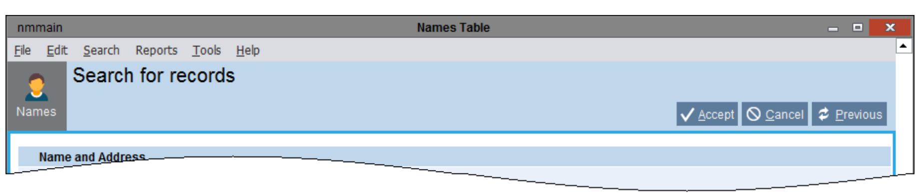


- **Detail toolbar.** Displays buttons available for the detail table being viewed.



The available buttons on a toolbar depend on the action being performed in the screen. Unavailable buttons are shaded. For example, the **Add** button is available only after a search is performed.

When performing an action in a screen, such as searching, adding or modifying a record, the toolbar displays the **Accept**, **Cancel**, and **Previous** buttons.



Understanding the toolbar buttons

The buttons on the main toolbar are the same on all screens, as are the buttons on the detail toolbar for all detail windows. However, the buttons on the screen toolbar depend on the screen being viewed.

On any screen, the toolbar has the following functionality:

- Regardless of screen mode, the toolbar displays all buttons that apply to the current screen.
- The position of each button remains the same when switching screen modes.
- Unavailable (inactive) buttons are shaded. A button might be unavailable because of the screen mode or because of the necessary security privileges have not been granted.
- The **Exit** button is always the first button on the toolbar.

Each button performs a particular function. For example, the **Prt** button is used to print the record currently displayed.

To select a button using the keyboard, do the following:

- Highlight the button by doing one of the following:
  - Press the Right Arrow key until the button is highlighted.
  - Press the first letter of the button. For example, to highlight the **Totl** button, press T.
- Press Enter to perform the button's function.

> **NOTE**
>
> If multiple buttons begin with the same letter, then continue to press the letter until the desired button is highlighted. For example, pressing P highlights the **Prt** button. To highlight the **Partn** button, press P again.

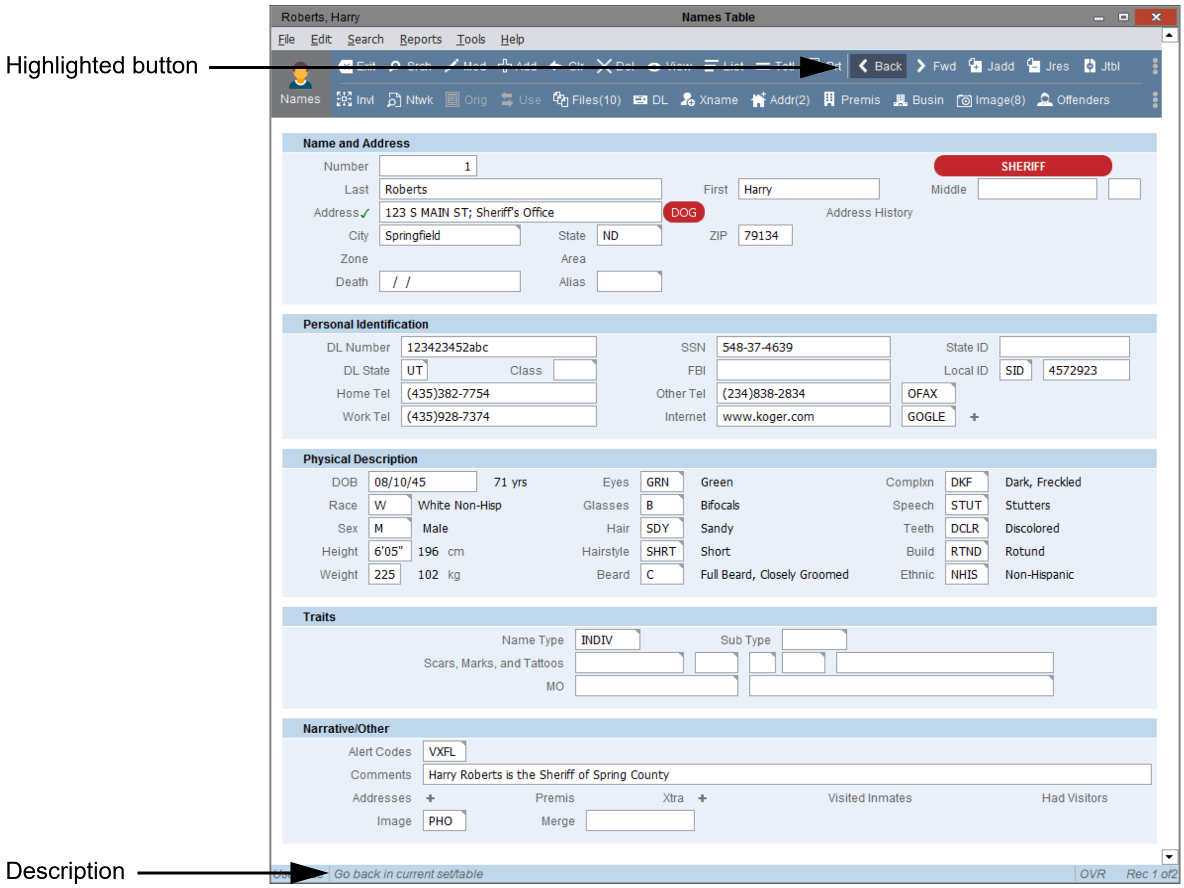
Taking a quick tour of the toolbar

To practice using the toolbar:

1. From the command line, open the Names screen. See "Opening a screen" on page 94.
2. Click **Fwd**.

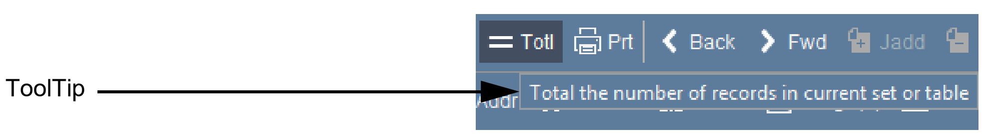
   The first record in the Names table appears, and most of the buttons are available.

The last button used is highlighted, and the information line notes the next action possible.



3. Rest the mouse pointer on the **Totl** button.

   A ToolTip appears, explaining the function of the button.



4. Highlight the **Mod** button, and then press Enter.

   The screen changes to Modify mode, and the cursor displays in the **Last** field.

5. Click **Cancel** (Alt+C).

6. With the **Mod** button highlighted, press the Spacebar.

The fields are numbered and a dialog box opens.

7. Enter a number for the field to modify, and then click **OK**.

> **NOTE**
>
> The function of several buttons—including **Add**, **Back**, **Fwd**, **Mod**, and **Srch**—changes slightly if you highlight the button and then press the Spacebar instead of Enter. For information about these differences, see “Understanding buttons common to most modules” on page 101.

The cursor moves to the specified field.

8. Do one of the following:

   – To save any changes, click **Accept** (Alt+A).

– To cancel any changes, click **Cancel** (Alt+C).

> **TIP**
>
> Use the **Previous** button to restore the previous information entered in a selected field during a particular session. For example, if you previously entered `Theft` in the **Nature** field on the Law Incident screen, but then change the value to `Arson` on accident, you can select the field and then click the **Previous** button to restore the original entry of `Theft`.

The screen exits Modify mode.

9. Exit the Names screen, and then exit the software.

Understanding buttons common to most modules

Many modules have additional buttons unique to them. For information about the buttons in a particular module, consult the user's manual for that module.

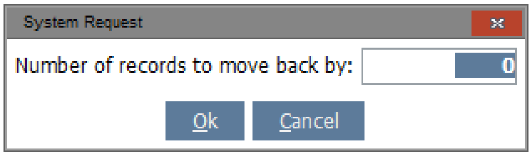
In your agency's Live database, your SAA assigns certain security privileges that define what can be done in the software. Depending on these privileges and the module being used, some buttons might not be available. For example, if Delete privileges are not granted for the Names table, then the **Del** button is unavailable.

Using the Spacebar

When highlighting certain buttons, pressing the Spacebar instead of Enter performs very different functions.

For example, highlight **Back** and then press Enter. The software will go back one record. To skip back a specified number of records, highlight **Back** and then press Spacebar.

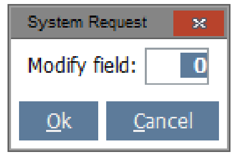
Pressing Spacebar opens the following prompt.



Enter the number of records to move back by, and then click **OK**.

In another example, highlight **Add** and then press Enter. The software adds a blank record. If **Add** is highlighted and Spacebar is pressed, then the current record is duplicated. (The Names, Vehicle, and Property screen require a search for a duplicate records before using the **Add** button.)

Pressing the Spacebar numbers the fields and displays the following prompt.



Enter the number of the first field to modify for the new record. This feature enables records to be added quickly and accurately.

Buttons on the main toolbar

The following table lists the buttons on the main toolbar, which display on most screens. The buttons are listed in the order they appear on the main toolbar.

Button	Use this button to
Exit	Exit and close the current screen.
Srch	Search for specific records. See "Searching a Table" on page 298. If **Srch**+Spacebar is used, then a highlighted number appears at each field. Enter the number of the first field in which to enter search data.
Mod	Modify the current record. See "Modifying Records" on page 347. If **Mod**+Spacebar is used, then a highlighted number appears at each field so it's possible to specify which field needs to be modified.
Add	Add a new record to the current table. See "Adding a Record" on page 69. Click **Add** and press Spacebard to duplicate a record. See "Transferring Data from an Existing Record" on page 154.
Clr	Clear the search set. When performing a search, the software creates a search set of all the records that match the search criteria. Before accessing records not in the set, the search set must be cleared. Clearing the search set does not delete any records. See "Clearing a Search Set" on page 326.
Del	Delete the current record. See "Deleting Records" on page 360.
View	View the full value of a partially displayed field.
List	List the entries in the current set or table. See "Viewing a list of the records in a search set" on page 321.
Totl	Total the number of records to be included in the report. See "Totaling the number of records in a search set" on page 319.
Prt	Print the current record and all its associations, such as involvements. See "Printing Records" on page 389.

Button	Use this button to
Back	Go back one record in the current search set. If no search set is active, then the software goes back one in the current table. See "Viewing the Results of a Search" on page 319. If **Back**+Spacebar is used, then the user can enter the number of records to skip backward.
Fwd	Go forward one record in the current search set. If no search set is active, the software goes forward in the current table. See "Viewing a list of the records in a search set" on page 321. If you highlight **Fwd** and press the Spacebar, you can enter the number of records to skip forward.
Jadd	Expand a search by combining two or more search sets from the same table. The resulting search set includes all records that match the search criteria in any of the searches. See "Combining Search Sets in a Table (Join Add)" on page 327.
Jres	Restrict the results of two or more searches of the same table. The resulting search set includes only those records that match the search criteria from all the searches See "Restricting Search Sets in a Table (Join Restrict)" on page 328.
Jtbl	Combine the search sets from two or more tables. The resulting search set includes only those records that match the search criteria from all the searches. See "Searching Multiple Tables (Join Table)" on page 329.
Partn	Add, modify, or remove non-agency partitioning for the current record. See "Assigning Records to a Partition" on page 437.
Previous	This button restores the previous information entered in the selected field during a particular session. See "Using the Previous button" on page 105.
Pswd	Enter or change your access password, or add or modify the password for the current record. See "Protecting Records with a Password" on page 441.
Run	Temporarily switch to another program, or make the command center the active window. See "Using the Toolbars" on page 97.

Buttons on the screen toolbar

The following table lists the buttons that are available on some screens. The buttons are listed alphabetically.

Button	Use this button to
Addr	The **Addr** button on the toolbar allows multiple addresses to be added to a Name record. Also, when a Name record has additional addresses, the software displays the number of additional addresses next to the **Addr** button.
Assoc	Access the Name Association table. This button allows a record of known associations to be created with the record. For example, gang associations.
Files	Attach any type of file to the record. See "Attaching files to records" on page 105
Go	Send a report to its destination. If you highlight **Go** and then press the Spacebar, you can enter a later date and/or time for the computer to send the report to its destination. See "Running Reports" on page 400.
Image	Access the Imaging module. For detailed instructions, see the *Imaging Manual*.
Invl	Go to the Involvements screen for the current record. See "Working with Involvements" on page 365.
Ntwk	Query your state database about a person, vehicle, or property item. For detailed instructions, see the *StateLink Manual*.
Options	Modify the output parameters for a report (for example, the device or the number of copies). See "Running Reports" on page 400.
Orig	Return to the original record from an involvement was accessed (regardless of the number of involvement levels moved through). See "Working with Involvements" on page 365.
Premis	Add or view Premises Information records.
Select	Enter search data to indicate the records to include in the report. See "Running Reports" on page 400.
Use	Use (link to) the current record. See "Adding System-Defined Involvements" on page 376.
Warn	Enable or disable an alert on an involvement. See "Adding Alert Flags to Involvements" on page 384.
Xname	Go to the Additional Name Information screen. See "Entering Additional Name Information" on page 196.

Using the Previous button

The **Previous** button appears in Add, Search, or Modify mode. This button restores the previous information entered in the selected field during a particular session. For example, if **`Theft`** was previously entered in the **Nature** field on the Law Incident screen, but changed the value to **`Arson`**, then select the field and click the **Previous** button to restore the original entry of **`Theft`**.

To use the **Previous** button:

1. In Add, Search, or Modify mode in a record, click the field in which to restore the previous value.
2. Click the **Previous** button.

   The software displays the following message: `Copy search data over current record (Y/N)?`
3. Click **Yes** to restore the previous entry.

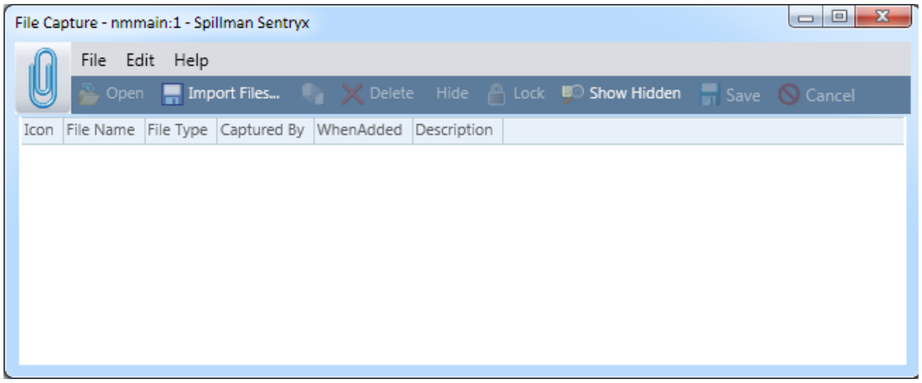
Attaching files to records

Use the File Capture feature to store, organize, and access files (for example, photographs, audio recordings, paper documents) and associate them with a particular record.

To use File Capture feature:

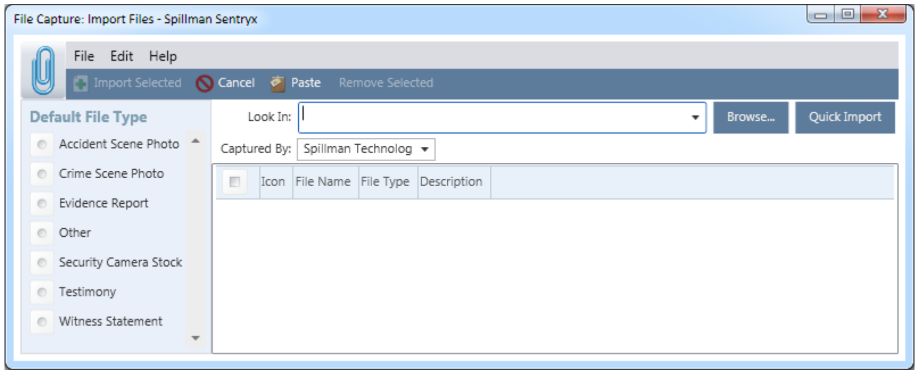
1. Do one of the following:
   - From any screen that allows File Capture, click the **File** button.
   - From the menu bar of any Sentryx screen that allows file capture, select **File Capture** > **Attach File**.

   The File Capture screen opens.



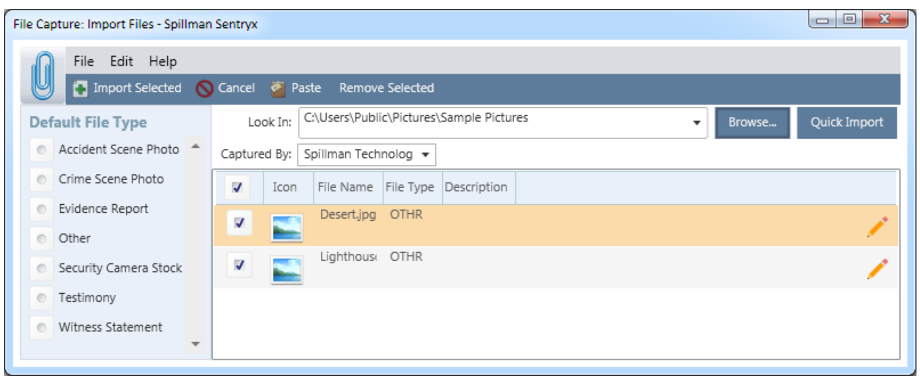
2. Click **Import Files**.

   The Import Files screen opens.



3. Optional. In the **Default File Types** area, select a file type to assign for all files being imported.
4. Click the **Browse** button to locate and select files to import. Multiple files can be added at one time.

   The selected files are displayed on the screen.

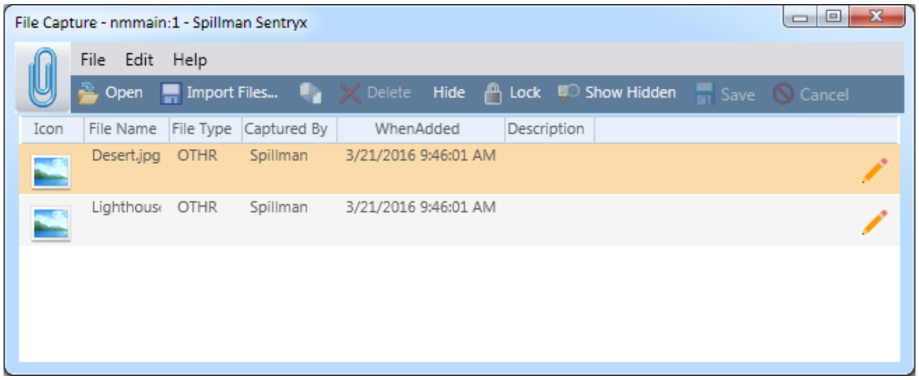


TIP

Add files to import by dragging them to the Import Files screen. However, the files are not attached to the record until you click the **Import Selected** button.

5. If necessary, edit details about individual files by clicking the **Edit** button. See “Editing information for attached files” on page 107.
6. Click the **Import Selected** button.

The software attaches the files to the record, and displays them in the File Capture screen.



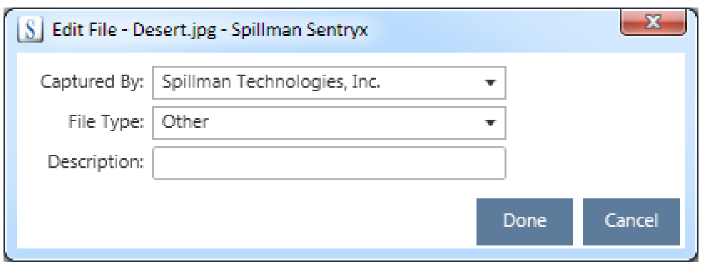
7. Close the File Capture screen to return to your original screen.

Editing information for attached files

To edit information for an attached file:

1. From the File Capture screen, click the **Edit** button for the file to modify.

   The Edit File dialog box opens.



2. Modify any of the following fields:
   – **Captured By**
   – **File Type**
   – **Description**
3. Click **Done** to close the dialog box.

4. In the File Capture screen, click **Save** to update the file information with the changes.

> **TIP**
>
> To cancel the changes made, click **Cancel** in the File Capture screen.

Using additional File Capture functions

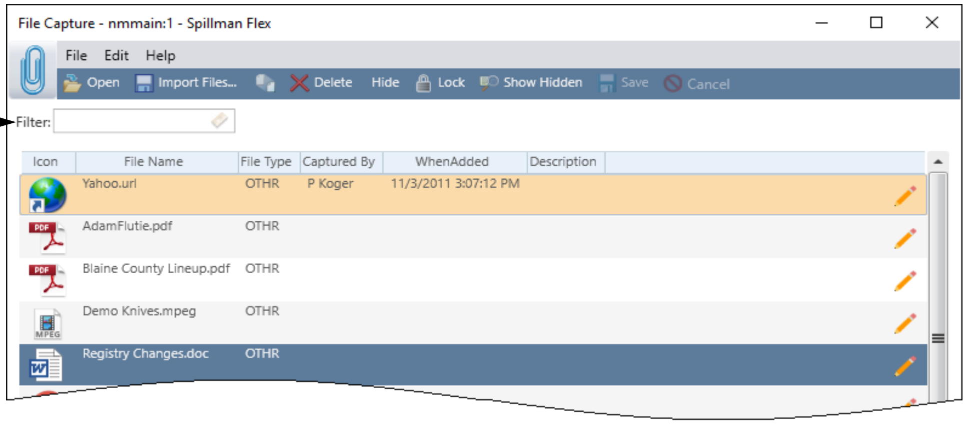
Depending on your privileges, the following buttons are available on the File Capture screen.

Button name	Description
Open	Opens the selected file. Select multiple files and open them all at once.
Import	Attaches files to the current record. For more information, see “Attaching files to records” on page 105.
Copy	Copies an attached file. Then, paste it in another location. Multiple files can be copied at once.
Delete	Deletes the selected files from the record. Multiple files can be selected and deleted..
Hide	Hides the selected files from all users. Only users with the necessary privileges can view hidden files using the **Show Hidden** button. Reveal a hidden file by selecting the hidden file and clicking the **Unhide** button.
Lock	Restricts access to files. Other users are able to see the file but are not able to open it. Only users with the necessary privileges can unlock and open a locked file.
Show Hidden	Displays files that have been hidden using the **Hide** button. Hide the files again by clicking the **Hide Hidden** button.

Using the Filter field

The **Filter** field reduces the list of files or images based on the text entered in the field. The filter searches on all columns on the screen.

Filter field



Using Right-Click Menus

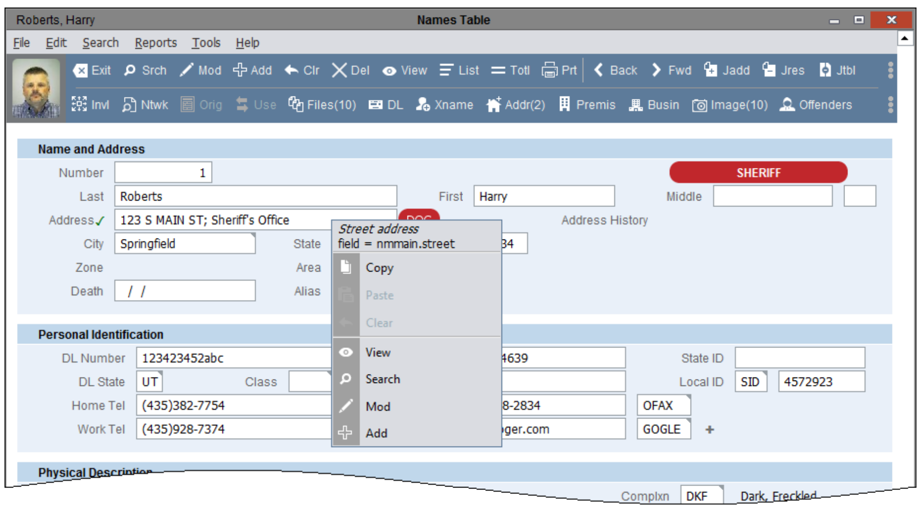
Most screens have right-click menus to use certain commands, such as Cut, Copy, Paste, and View, without accessing the toolbar. To open a right-click menu, position the pointer *over a field* and right click.

The commands on the right-click menu vary from screen to screen. Depending on the type of field, the mode of the screen, and your security privileges, some commands might be unavailable. Unavailable commands are shaded. For a list of commands, see "Using commands on right-click menus" on page 110.

To use right-click menus:

1. In an open screen, right-click the desired field.

   The right-click menu for that field opens. Notice the field name at the top of the menu.



2. Select the desired command.

   The software closes the menu and executes the selected command.

> **TIP**
>
> To close the menu without selecting a command, click outside the menu.

Using commands on right-click menus

This section lists the commands that appear on a right-click menu, depending on the screen and field type.

Editable fields

The following commands are available for an *editable* field on a main screen, such as the Names or Vehicle screen.

Command	Description
Copy	Select **Copy** to copy all the text in the right-clicked field to the Windows Clipboard. (The cursor might be resting in a different field.) Then it's possible to paste the copied text into another field, the text editor, or many other Windows applications. The **Copy** command is available in any screen mode. Use the **Copy** command to copy text from a record without placing the screen in Modify mode.
Paste	Select **Paste** to place the contents of the Windows Clipboard into the current field. (The current field is the field in which the cursor is resting. Right-clicking a field does not place the cursor in that field.) The **Paste** command is available only when the screen is in Add or Modify mode.
Clear	Select **Clear** to clear the contents of the current field. (The current field is the field in which the cursor is resting. Right-clicking a field does not place the cursor in that field.) The **Clear** command is available only when the screen is in Add or Modify mode.
Lookup	Select **Lookup** to open a list of valid codes. This command works the same as pressing Ctrl+E. The **Lookup** command is available only if all the following are true: • The screen is in Add or Modify mode. • The cursor is resting in a coded field (the **Lookup** command always opens the lookup list for the field in which the cursor is resting).
Next	The **Next** command works the same as pressing Ctrl+N. If the screen is in Search mode, use the **Next** command to display a list of search types. If the screen is in Add or Modify mode, use the **Next** command to open a detail window (from a detail field). The **Next** command is available only when the screen is in Search, Add, or Modify mode and the cursor is resting in a detail field.
Recall	If the screen is in Add mode, use the **Recall** command to copy information from the corresponding field in the most recently displayed record to the current field in the displayed record. If the screen is in Modify mode, use the **Recall** command to undo changes just made in the current field. The software restores the value that previously existed in that field. The **Recall** command is available only when the screen is in Add or Modify mode.

Command	Description
View	Selecting **View** opens a View window that displays the full contents of a field. If the screen is in Add or Modify mode *and* you select **View** from a comments field, the software opens the text editor.
Search	Selecting **Search** places the screen in Search mode and positions the cursor in the selected field. The **Search** command is *not* available when the screen is in Add or Modify mode.
Mod	Selecting **Modify** places the screen in Modify mode and positions the cursor in the selected field. The **Modify** command is *not* available when the screen is in Add or Modify mode.
Add	Selecting **Add** places the screen in Add mode, displays a blank record, and positions the cursor in the selected field. The **Add** command is *not* available when the screen is in Add or Modify mode. It is not available on screens that require a search before adding a record.

View-only fields

The following commands are available for a *view-only* field on a main screen, such as the Names or Vehicle screen.

Command	Description
Copy	Select **Copy** to copy all the text in the right-clicked field to the Windows Clipboard. (The cursor might be resting in a different field.) Then it's possible to paste the copied text into another field, the text editor, or many other Windows applications. The **Copy** command is available in any screen mode. Use the **Copy** command to copy text from a record without placing the screen in Modify mode.
View	Selecting **View** opens a View window that displays the full contents of a field.
Search	Selecting **Search** places the screen in Search mode and positions the cursor in the selected field. The **Search** command is *not* available when the screen is in Add or Modify mode.

List screen fields

Most fields on a list screen do not have right-click menus. However, the following commands are available for fields on a list screen in CAD. Most commands, except the **View** command, are available only after a search is performed so that the list contains a search set.

Command	Description
View item	Opens the complete record (for the highlighted list record) in the main screen. The **View** command is always available.
Toggle	Marks or unmarks the highlighted list record.
Mark All	Marks all records in the list.
Clear All	Removes all marks from the records in the list.
Reduce	Removes all unmarked records from the list.

Involvement screen fields

The following commands are available for fields on an Involvement screen. Most commands, except the **View** command, are available only after a search is performed so that the list contains a search set.

Command	Description
Copy	Select **Copy** to copy all the text in the right-clicked field to the Windows Clipboard. (The cursor might be resting in a different field.) Then it’s possible paste the copied text into another field, the text editor, or many other Windows applications. The **Copy** command is available in any screen mode. Use the **Copy** command to copy text from a record without placing the screen in Modify mode.
View	Opens the complete record (for the highlighted list record) in the main screen. The **View** command is always available.
Mod	Places the screen in Modify mode to make changes to the record.

Working with Screens

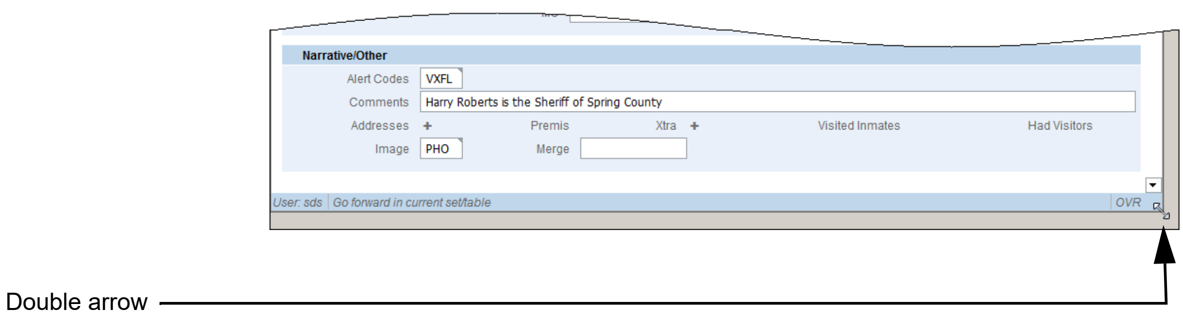
This section describes how to reduce the size of a screen and how to work with multiple open screens.

Reducing the screen size

By default, a main screen opens at its maximum size. The window can not be expanded beyond the standard size, but it can be reduced. When the window is reduced, some of the fields on the screen are no longer visible.

To reduce the screen size:

1. Make a corner of the screen visible by clicking the title bar and dragging the window until it is visible.
2. Rest the mouse pointer over the corner until it changes to a double arrow.



3. Drag the corner to the desired size, and then release the pointer.

   Scroll bars appear along the bottom or right side of the window (or both) to view hidden fields. Adjustments are not saved upon exit. The next time the software is opened, the screen opens at the standard size.

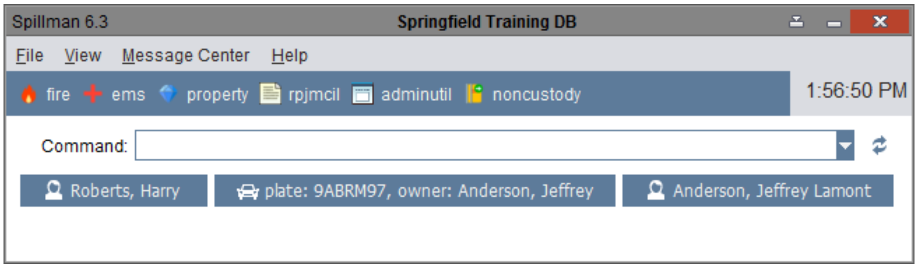
Managing multiple screens

Only one Main menu can be open on the Tree Menu. However, several screens can be opened at the same time. This section describes how to open and switch between multiple screens.

Use either the Task Manager or the command center to manage multiple windows.

Managing multiple screens from the command center

If the **Minimize** button on the title bar of a screen is clicked, then thesoftware minimizes the screen and displays a button on the command center.



The button for a minimized screen displays the table name and information about the current record. For example, if you minimize two Names screens, then the button for each screen displays the person's name. Therefore, the record displayed by each screen is easily identifiable.

To open a minimized screen, simply click the appropriate button on the command center.

Managing multiple screens from the Task Manager

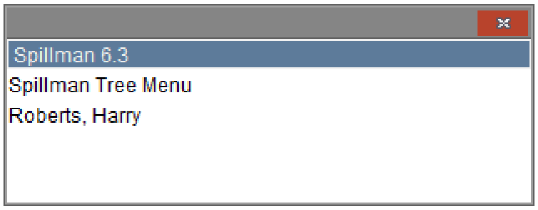
If using the keyboard, the Task Manager can be used to open and switch between multiple screens.

To manage multiple screens with the Task Manager:

1. Open a screen, such as the Names screen.

   The screen opens, covering the Main menu.

2. While holding down the Alt key, press the Tilde (~) key to open the Task Manager.

   The Task Manager displays a list of the tasks currently active in the software, including the Tree Menu and all open screens.

3. Release the Tilde key, but *continue to hold down the Alt key* to keep the Task Manager on the screen.

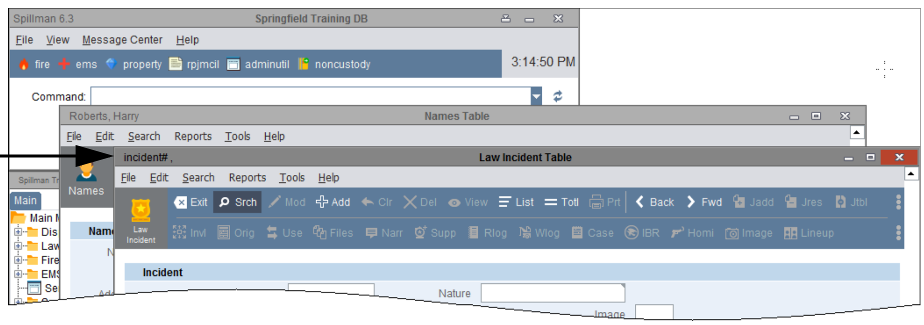
4. With Alt key still pressed, press the Tilde key to move among items in the list.
5. Highlight the Tree Menu and release the Alt key.

   The menu moves to the front.
6. Use the menu to open a second screen.

> **CAUTION**
>
> The software does not restrict the number of screens that can be opened simultaneously. However, each open screen uses additional memory on your computer and on your agency's server. If a drop in performance is noticed, close some screens.

As more than one screen is opened, the software stacks the screens. However, only one window can be active at a time.

Active screen



> **TIP**
>
> When multiple windows are opened, only one window can be worked with at a time. To activate a window, click the window or use the Task Manager to bring it to the front. When switching between windows and menus, all windows might be deactivated. Click a window to make it active.

7. While holding down the Alt key, press the Tilde (~) key.

   The Task Manager opens, showing a list of all open screens.
8. Press the Tilde key until the desired item is highlighted, and then release the Alt key.

   The software closes the Task Manager and brings the selected item to the front.

Closing all screens

To close multiple screens simultaneously, do one of the following:

- From the command center, select **File** > **Close All Screens**.
- At the command line, enter **`closeall`**.

The software closes all open screens, excluding any screens that were minimized to the command center.

> **NOTE**
>
> The Close All Screens command is not available in CAD.

Getting Help

For help using the software, see the Knowledge Center or the software Online Help. The Knowledge Center can be accessed from the Help menu, the Tree Menu, or the command line. The Online Help can be accessed from the Help menu on the menu bar.

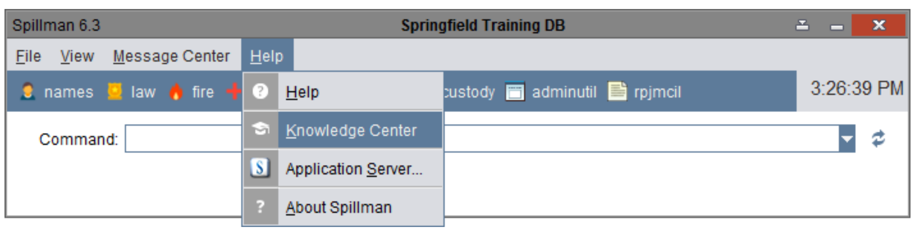
> **NOTE**
>
> An Internet connection is requried to access the Knowledge Center and the Online Help.

Accessing the Knowledge Center

The Knowledge Center provides access to additional training, documentation, and instructional videos.

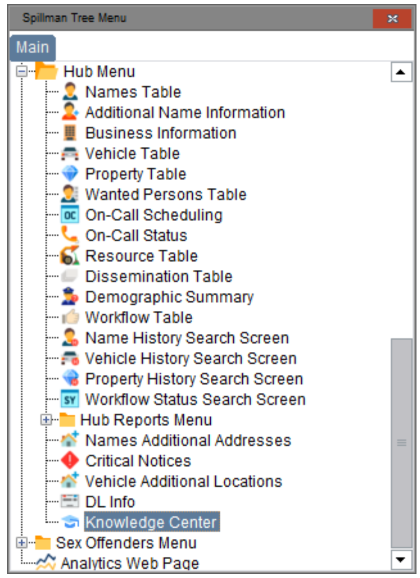
From the Help Menu

To access the Knowledge Center from the Help menu, select **Knowledge Center**.



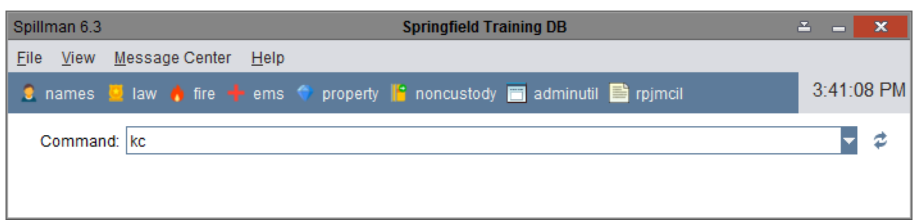
From the Tree Menu

To access the Knowledge Center from the Tree Menu, select **Hub Menu** > **Knowledge Center.**



From the command line

To access the Knowledge Center from the command line, at the command line, enter **kc**.



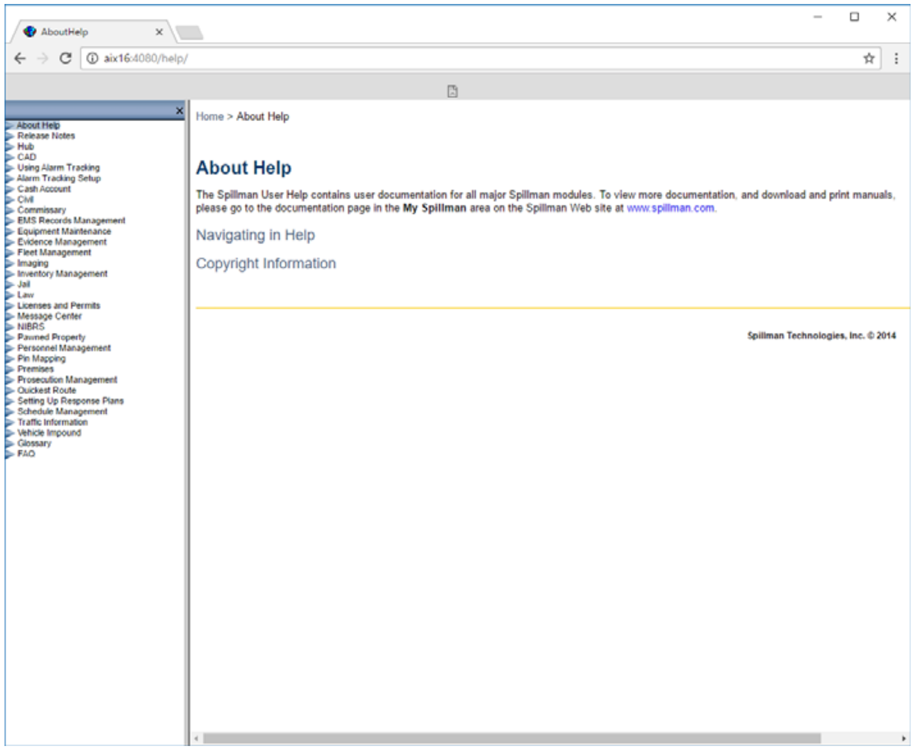
A shortcut to the Knowledge Center can also be added to the command center. For more information, see “Using the shortcut bar” on page 77.

Accessing the Online Help

The Online Help contains user documentation for all major Spillman modules.

To access the Online Help, from the Help menu, select **Help**.

The Online Help opens in a web browser.



Chapter 3

Entering Data

Jump to topic:

Overview

Accurate, consistent data entry is vital to the usefulness of your agency's database. When someone searches the database, the software finds only those records that match the search criteria that person enters. Therefore, misspelling certain information or deviating from your agency's standard way of entering addresses (for example, entering **`100 South Main`** instead of **`100 S Main`**) might delay an emergency response or prevent an investigator from finding the critical piece of information needed to solve a crime.

To help you enter information accurately and consistently, some fields are coded so that you can select valid entries, such as the **Make** field on the Vehicle screen. You cannot accidentally misspell the information in the **Make** field when adding a Vehicle record or when searching for a Vehicle record.

The software also lets you save keystrokes while ensuring accuracy. For example, you can eliminate the need for double entry by transferring information from an existing record.

To properly enter data, *know all the field types and all the data entry guidelines in this chapter*:

- "Entering Consistent Data" on page 123
- "Entering Data - a Quick Tour" on page 125
- "Understanding Field Types" on page 128
- "Navigating the Screen" on page 132
- "Entering Data in Free-Text Fields" on page 135
- "Entering Data in Coded Fields" on page 136
- "Entering Data in Comments Fields" on page 140
- "Entering Data in Detail Fields" on page 145
- "Entering Data in Name Blocks" on page 151
- "Transferring Data from an Existing Record" on page 154
- "Using Key-In Modes" on page 157

Entering Consistent Data

This section lists guidelines that help ensure consistent data entry.

Use correct punctuation, spelling, and spacing

All users in your agency must be consistent in entering data. Differences in punctuation, spelling, and spacing can cause problems when a user performs a search to find records.

For example, if you add an address as **`100 South Main`** in the Names table, and another user searches the table for records with the address **`100 S Main`**, then the search will not find the record. Follow your agency's standards of data entry.

> **TIP**
>
> Normally, you can enter information in either uppercase or lowercase letters. If you enter a lowercase letter in a code and the field calls for an uppercase letter, the software automatically capitalizes the letter for you. Likewise, when you enter search data, case is not important in any type of field.

Remove old information at the end of a field

When you type over an old entry with a shorter entry, press Ctrl+K or F1 to erase the rest of the line. This clears any remnants of the old entry from the field.

Skip data supplied by the software

When a field has more than one section—as do fields for dates, phone numbers, and Social Security numbers—press the Tab key or Shift+Tab, or use the mouse, to move among the sections of that field.

For example, when you add a record, the software enters the local area code in all phone number fields in the record. If this is the correct area code, skip the area code section by pressing Tab, or clicking the next section and entering the seven-digit phone number.

Read error messages

When entering data, you might encounter error messages. These messages appear in a separate window or dialog box. When you see an error message, *stop and read it*. Click **OK** or press Enter to close the message. Correct the problem, if necessary.

The following error message appears if you do not enter information in a field that requires information (for example, if you skip the **Last** field while adding a Name record).

Click **OK** or press Enter. The cursor moves back to the required field so that you can enter the data.

Report critical error messages

If you receive a message that disrupts operation or that you do not understand, report the problem to your SAA. Write down the error message exactly as it appears. Include the name of the program you were working with and a precise description of the task you were performing.

Understanding action terms

The following are common terms used to describe actions you take in the software.

Enter

When instructed to enter information, enter the characters and press the Enter key.

Press

When instructed to press a single key, press the key briefly. Do not hold it down.

When instructed to press two or more keys, hold down the first key while pressing the second key. For example, to erase the current character, press Ctrl+D. To do this, hold down the Ctrl key while pressing D.

Select

When instructed to select an item, do one of the following:

- Click that item.
- Use the arrow keys to highlight that item, and then press the Enter key.

Entering Data - a Quick Tour

This section takes you through the basic process of entering information into a record. The procedure uses the Training database so that you do not add a record to your agency's Live database.

To take a quick tour of entering data:

1. Open the software. See "Starting and Exiting the Software" on page 48.

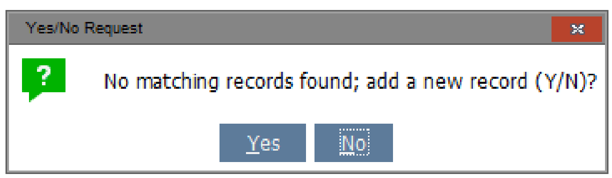
   The Main menu appears.

2. Select **Hub Menu** > **Names Table**.

   The Names screen opens.

3. Click **Srch**.
4. In the **Last** field, enter **`O'Toole`**.
5. Click **Accept** (Alt+A).

   A dialog box opens.



6. Press **Y** or Enter.

   A new Name record opens, with `O'Toole` in the **Last** field, and the screen placed in Add mode.

7. Press Tab, or click the **Fst** field to move the cursor to the **Fst** field. The **Fst** field is a free-text field. For information about free-text fields, see "Understanding Field Types" on page 128.
8. Enter a first name for Mr. O'Toole.
9. Move the cursor to the **City** field. The **City** field is a coded field. All coded fields have a small triangle in the upper-right corner called the Lookup button.
10. Click the Lookup button, or press Ctrl+E to open a list of city codes.
11. Double-click a city name.

    The software enters the city name in the **City** field and completes the **ST**, **Zip, Area, Zone** fields with corresponding data. For information about coded fields, see "Entering Data in Coded Fields" on page 136.

Notice the group of fields to the right of the address fields. These fields show the history of the address, which are view-only and populated by the software.

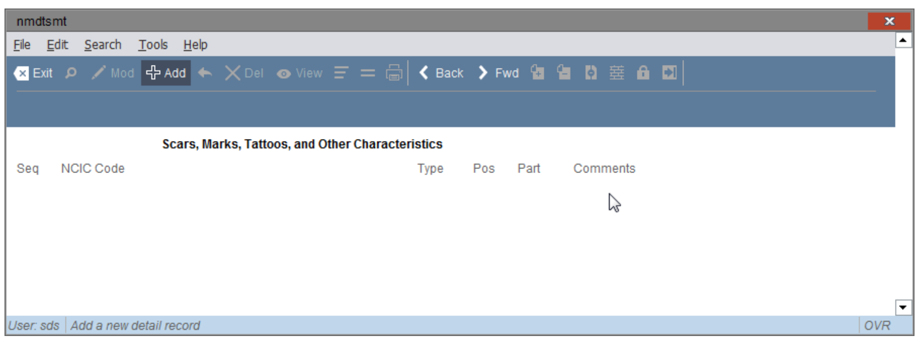
12. Move the cursor to the **SMT** (Scars, Marks, and Tattoos) field.

    A **Detail** button appears next to the field.

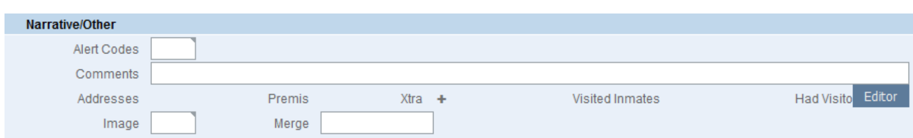
    The SMT field is a detail field in which more than one SMT record can be added. The first record is added directly to the Names screen. However, to enter additional records, open the detail window.

13. Click the **Detail** button to open the SMT detail window.
14. Click **Add**.

    The window is placed in Add mode. For information about entering data in detail windows, see "Entering Data in Detail Fields" on page 145.

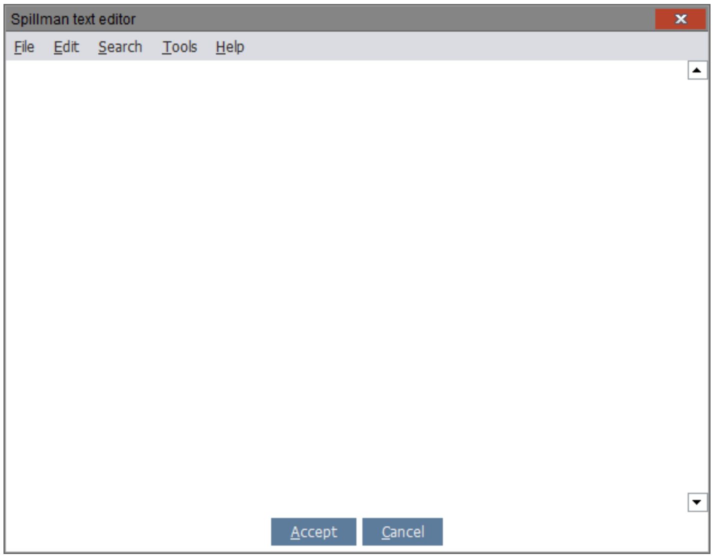


15. Click **Cancel**, and then click **Exit** to close the window.
16. Move the cursor to the **Comments** field.



17. Enter a few words directly into the field. This field allows an unlimited amount of text.
18. Click the **Editor** button next to the **Comments** field.

The text editor opens.



19. Enter a few words in the text editor. For more information, see "Entering Data in Comments Fields" on page 140.
20. Click **Accept** (Alt+A).

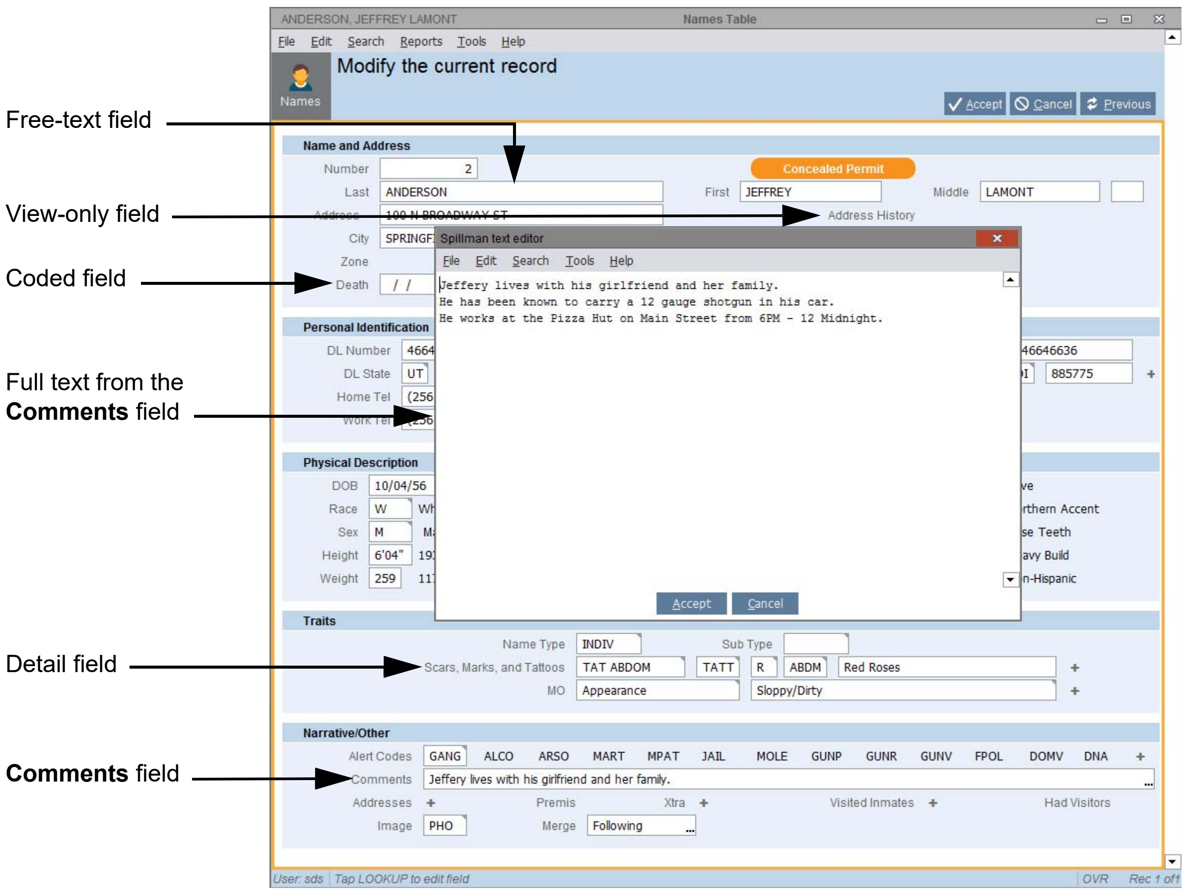
    The software saves your changes and returns to the Names screen.
21. Click **Accept** (Alt+A).

    The software saves the new record.
22. Exit the Names screen, and then exit the software.

Understanding Field Types

A record in the software database consists of multiple pieces of information. When you open a record, each piece of information is displayed in a separate field. For example, a Name record displays name and address information in separate fields.

Organizing information in separate pieces makes it easier to search the database. For example, searching for all persons named “Brown” who live in Springfield. Once you know where a particular field is located on the screen, you can quickly find the information you are looking for.



The following lists the field types commonly found on a screen.

Coded fields

In a coded field, a predefined code is entered or selected. A coded field is identified by the small triangle in the upper-right corner of the field.

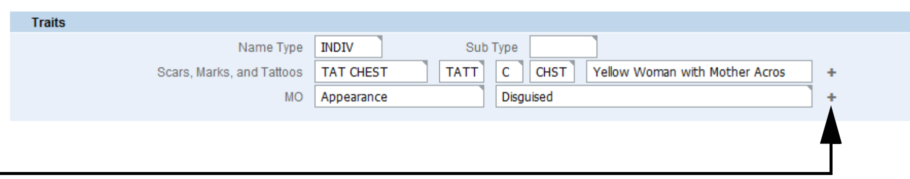
When the cursor is moved to a coded field, a Lookup button appears. Click the Lookup button, or press Ctrl+E, to open a list of codes for the field.

The **City** field is an example of a coded field. For more information, see "Entering Data in Coded Fields" on page 136.

Detail fields

In a detail field, an unlimited number of Detail records can be added. However, the main screen might not display all the Detail records added. In most detail fields, one Detail record is added directly on the main screen, and additional records are added in a detail window.

A plus sign (+) to the right of a field or inside a field indicates that the field contains additional information that is not visible.



Plus sign (+)

When the cursor is moved to a detail field, a **Detail** button appears next to the field.

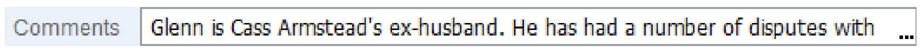
To open the detail window, click the **Detail** button, or press Ctrl+N. The detail window contains the additional information that does not appear on the screen. The **MO** (Modus Operandi) field on the Names screen is a detail field. For more information, see "Entering Data in Detail Fields" on page 145.

Free-text fields

In a free-text field, enter any appropriate value up to as many characters as the field can fit. The **Last** (Last Name) field on the Names screen is a free-text field. For more information, see “Entering Data in Free-Text Fields” on page 135.

Comments fields

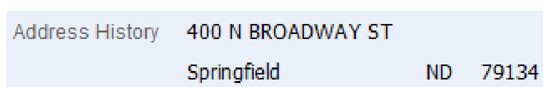
A comments field is a free-text field that allows more text than fits the field to be entered. An ellipsis (...) indicates that the field contains additional text.



To view the full text of a comments field, click in the field. To open the text editor, click he **Editor** button. For more information, see “Entering Data in Comments Fields” on page 140.

View-only fields

View-only fields display information from another record or table that cannot be directly modified. For example, the **Address History** field on the Names screen displays information from the Names History table (`nmhistry`).

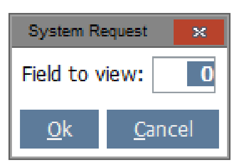


Some view-only fields might show a list of records.

To view a list of records:

1. From the open record, select the **View** button.

   The software numbers the fields on the screen and opens a dialog box, prompting for the field to view.



2. Enter the number of the field to view, and then click **OK** or press Enter.

   A detail window opens with a list of records for that field.

Required fields

Most screens contain one or more required fields. For example, the **Last** field on the Names screen must contain data to add a record. When adding or modifying a record, make sure that all required fields contain information.

If you do not enter information in a required field, you cannot save the record. If you move the cursor past a required field without entering information, the following message appears.

Click **OK** or press Enter. The cursor moves back to the required field, so that information can be entered.

Navigating the Screen

This section describes how to move among fields on the screen.

Move to the next field

To move the cursor to the next field, do one of the following:

- Click the field.
- Press Tab to move the cursor to the next field.

Move to the previous field

To move the cursor to the previous field, do one of the following:

- Click the field.
- Press Shift+Tab to move the cursor to the previous field.

Move to a field while in Add or Modify mode

To move to a field while in Add or Modify mode:

1. Place the screen in Add or Modify mode by clicking **Add** or **Mod**.
2. Press Ctrl+O.

Each field on the screen is numbered and a dialog box opens.

3. Enter the number of the first field in which to enter or modify information, and then click **OK** or press Enter.

   The cursor appears in the specified field.

Move to a field while in Search or Modify mode

To move directly to a field, click that field. If on a blank screen, then the software places the screen in Search mode. If on an existing record, the software places the screen in Modify mode.

To move to a field while in Search or Modify mode:

1. Open the desired record, and then do one of the following:
   – Highlight the **Mod** button, but do *not* press Enter.
   – Highlight the **Srch** button, but do *not* press Enter.
2. Press the Spacebar.

Each field on the screen is numbered and a dialog box opens.

3. Enter the number of the field in which enter search criteria or modify existing information, and then press Enter.

   The cursor appears in the specified field, and the screen is placed in Search or Modify mode.

Entering Data in Free-Text Fields

To enter data in a free-text field, place the cursor in the field and enter the data. When the cursor is in a field, the field is highlighted.

Some free-text fields, such as date-time fields and telephone number fields, require information in a certain format. The following table describes the data that requires a specific format.

Data type	Format
Addresses	If your agency uses the Geobase module, then the known addresses in your agency's jurisdiction are coded into a database called your geobase. To enter addresses using Geobase, see "Entering Addresses with Geobase" on page 159. Regardless of whether your agency uses the Geobase module, enter addresses according to your agency's standards.
Amounts	In amount fields that contain a decimal, the decimal must be entered manually. The software does not do automatically do it. *Do not enter commas*.
Date-time	In date-time fields, enter a date, or time, or both. In general, the software automatically enters the current date and/or time. This value can be modified, if necessary. Depending on how your SAA set up the software, the date-time fields allow a two-digit year (*hh:mm:ss mm/dd/yy*) or a four-digit year (*hh:mm:ss mm/dd/yyyy*). The software populates the colons (:) and slashes (/). Use military (24-hour) time in all time entries. For example, to enter 1:00 p.m., enter **13:00:00**. When working with date-time fields, use the following tips: • To enter the current date and/or time, press Ctrl+T or click the Time button. The cursor remains at the beginning of the field so the value can be changed as needed. To enter the current date but not the current time, enter the desired time and then press Ctrl+T. The software enters the current date after the time. • In some time fields, press Tab to move to the next section of the field. For example, to move from hours to minutes. If the section is blank, then the software enters zeros. This is helpful when entering minutes and seconds is not necessary. If the skipped section has a single digit, then the software enters leading zeros. When the cursor rests at the end of the field, press the Spacebar to move the cursor to the beginning of the field. • Press the Spacebar to move to the date part of a date-time field. If the field is blank, then the software enters zeros for the time.
Telephone numbers	In fields that contain telephone numbers, the software automatically enters the local area code. If the area code is correct, press Tab to move the cursor to the next section of the field to enter the rest of the telephone number. The area code can be modified, if necessary. To enter an extension for the number, enter an **e** after the last number, followed by up to four alphanumeric characters for the extension. For example, (453)555-2345e2104.

Entering Data in Coded Fields

Coded fields are fields in which you can or must enter a predefined code. Fields in which you *can* enter a code are called unrestricted, coded fields. Fields in which you *must* enter a code are called restricted, coded fields.

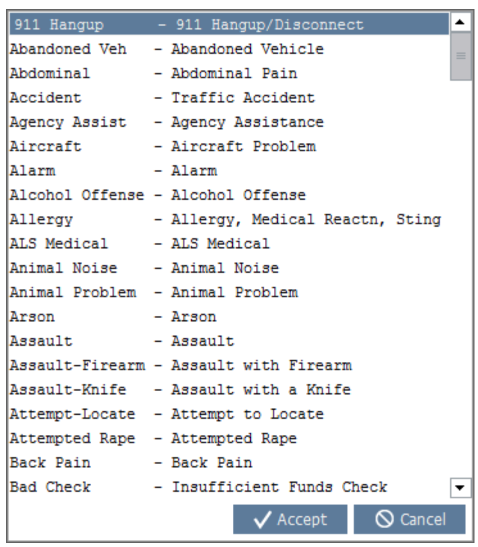
Codes help ensure fast, correct, and consistent data entry, which makes searching for information much easier. For example, the **ST** (state) and **Hair** fields on the Names screen require that you enter a state code and a hair color code, respectively.

To enter a value in a coded field, use one of the following methods:

- If you know the code that you want to enter, enter the code directly into the field.

> **TIP**
>
> You only need to type enough characters to uniquely identify the code. For example, to enter a city code, only the first letter or two letters might be needed.

- If you do not know which code to enter, click the Lookup button next to the field or press Ctrl+E. A lookup list appears. The list displays all the codes that are available for the field. These codes are defined by your SAA.



> **TIP**
>
> To open lookup list for a coded field, double-click the field. Do not move the mouse pointer between the two clicks. Otherwise, the computer registers two single clicks and the lookup window does not open.

Selecting a code

To select a code from a lookup list, use one of the following methods:

- Double-click the code.
- Click the code, and then click **Accept**.
- Press the Up Arrow or Down Arrow key to highlight the desired code, and then press Enter.

> **TIP**
>
> To view codes that do not fit in the lookup list, press the Down Arrow key or use the scroll bar. If a list contains more than one page of codes, press Ctrl+N to view the next page and Ctrl+P to view the previous page.

Restricting a list of codes

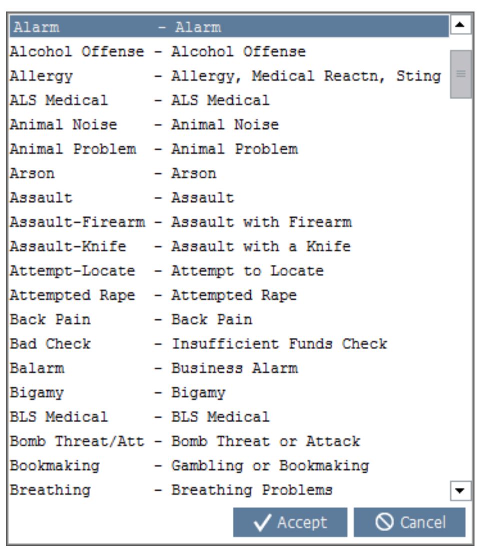
Because codes might not fit in the lookup list, you can restrict the list either before or after you open it.

Restricting before opening

To restrict a lookup list *before* you open it:

1. Place the cursor in the coded field, and type the first letter or the first few letters of the code that you want. For example, **`Al`**.
2. Click the Lookup button or press Ctrl+E.

   The window opens and highlights the first code whose name or description begins with the letter(s) you typed.



Restricting after opening

To restrict a lookup list *after* you open it, do one of the following:

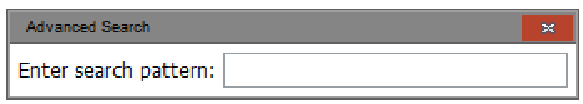
- In the lookup list, type the first letter or first few letters of the code.

  The software displays only those codes whose names or descriptions begin with the letter(s) you typed.

  For example, **S** to filter the codes to those that begin with the letter S. Enter a second letter, such as **P**. The list now displays codes that begin with SP.

- In the lookup list, press Ctrl+E again to enter a search pattern.

  The following dialog box appears.



Enter the pattern of characters that you want to search on, such as ***pr***, and then press Enter. The software restricts the code list to display only the items containing the pattern you entered.

> **NOTE**
>
> When you restrict a list of codes in a lookup window, remember that the software looks for matching codes *and* matching code descriptions.

Canceling the restrictions

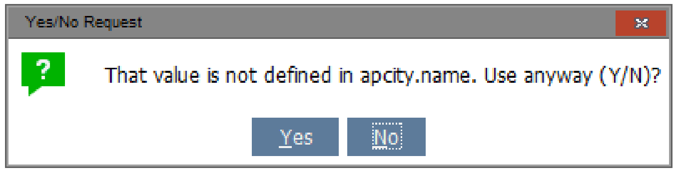
After you restrict a lookup list, you can display the complete list again by pressing Backspace. If you restrict the code list by entering more than one letter, you must press Backspace more than once to display the full list of codes. For example, if you restrict the list by entering **SP**, press Backspace once to display all codes that begin with S. Press Backspace again to display the full list of codes.

Canceling a lookup

If you open a lookup list and then decide not to enter a code, click the **Cancel** button or press Alt+C. The list closes, and the cursor reappears in the field. The software does not make an entry in the field.

Using unrestricted coded fields

Some coded fields, such as the **City** field, are unrestricted so that you can enter information other than a valid code. If the information is not a valid code for that field, then a message appears.



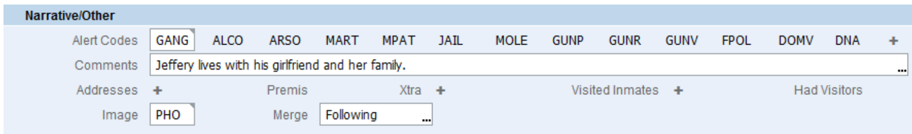
Click **Yes** or press Enter to use the value you entered. If you click **No**, a list appears, showing the codes that most closely match your entry.

TIP

Detail fields are coded fields that allow you to enter more than one code. For information about using detail fields, see "Entering Data in Detail Fields" on page 145.

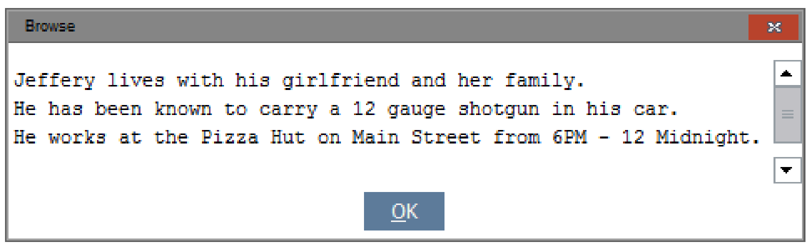
Entering Data in Comments Fields

Comments fields are text fields that allow you to enter an unlimited amount of text. The **Comments** field on the Names screen is an example.



To view the full text of a comments field, do one of the following:

- Highlight the **View** button, enter the number of the comments field, and then click **OK** or press Enter. The text appears in a view-only window.
- If the screen is not in Add or Modify mode, right-click the field, and then select **View** from the shortcut menu. The text appears in a view-only window.



If the text does not fit in the view window, a scroll bar appears, allowing you to scroll to view hidden text.

- If the screen is in Add or Modify mode, place the cursor in the comments field, and then click **Editor**, or right-click the field and select **View** from the shortcut menu. The text appears in the text editor.

You can enter comments in the following ways:

- Type directly into the field. This method is suited for short comments that fit inside the field. You can type a comment that does not fit in the field. However, you can see only as much of the comment as fits in the field. The rest of the comment appears in the text editor.
- Open the text editor, and type your comments. The text editor works similar to many Windows word processors. For a detailed description of the features of the text editor, see "Appendix D" on page 499.

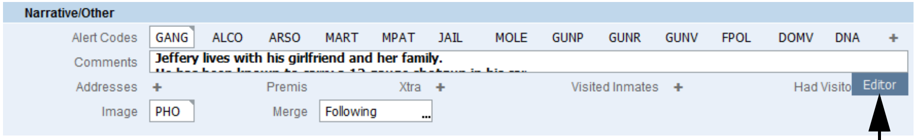
Using the text editor to enter text

This section describes only the basic functionality of entering text. For a full description of the features of the text editor, see "Appendix D" on page 499.

To use the text editor to enter text:

1. Add a new record, or open an existing record.
2. To enter text in a new record, click **Add**. To modify text in an existing record, click **Mod**.
3. Move the cursor to the field into which you want to enter text.

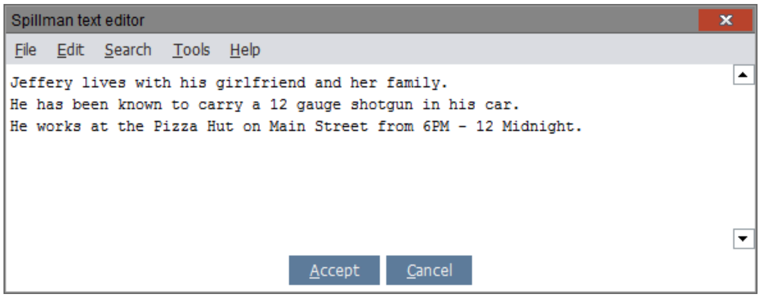
   The **Editor** button appears next to the field.



Editor button

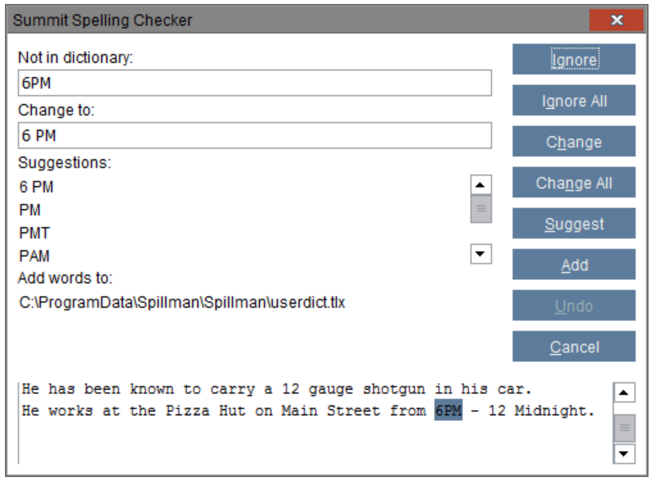
4. To open the editor, click **Editor**, or press Ctrl+E.

   The text editor opens.



5. Enter text into the text editor as you do when using a standard word processor. You can add as much text as necessary.
6. To check the spelling of the text, select **Tools** > **Spell Check**.

The spelling checker opens in a separate window.



The spelling checker highlights the first questionable word found. If no questionable words are found, then the window closes after finishing the spelling check.

The spelling checker in the software has the same features as the spelling checkers found in most word processors. For more information, see "Appendix D" on page 499.

7. When finished, click **Accept** (Alt+A) to save and close the text editor.

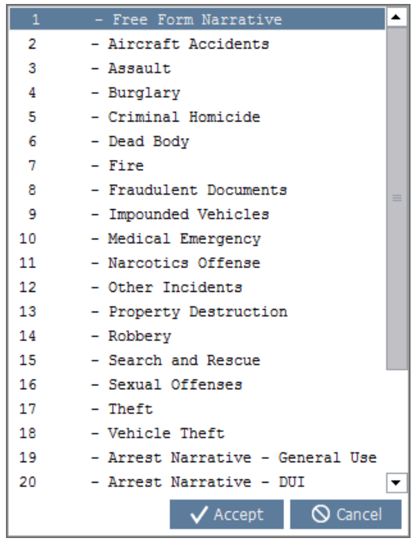
Using outlines for Comments fields

On some screens, your SAA can set up outlines to guide you in entering consistent information in a comments field. For example, the **Narratives** field on the Law screen.

To use an outline:

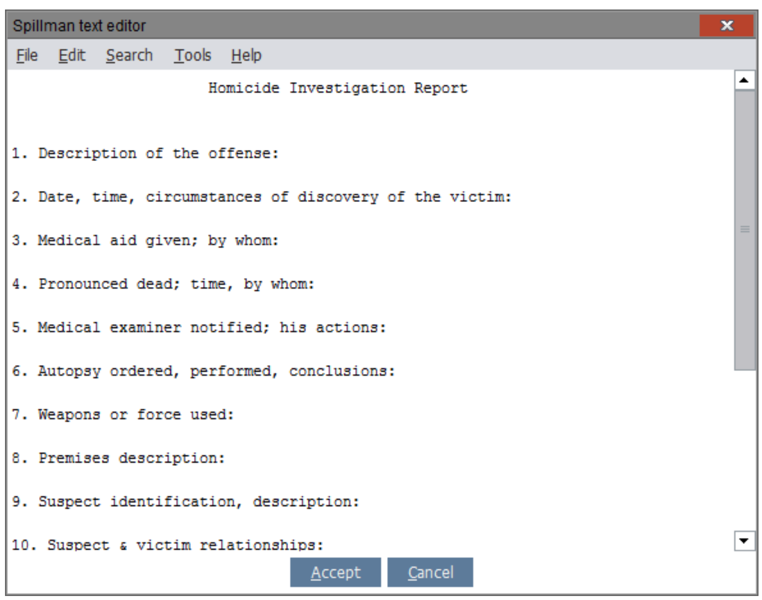
1. Place the cursor in the comments field in which you want to enter text.
2. Click the Lookup button (Ctrl+E).

A lookup list appears with predefined outlines.



3. Do one of the following:
   - Double-click the name of the outline.
   - Press the Down Arrow key to highlight the name of the outline, and then press Enter.

   The selected outline appears in the text editor.



4. Enter text in the outline as described in "Using the text editor to enter text" on page 141.

Switching from the wrong outline

If your agency uses outlines, and you accidentally select the wrong outline, you can still switch to the correct outline from the text editor. The method you use to switch outlines depends on whether you have saved the text file and/or exited the editor. The following table lists your options.

If you	Do this
Have not yet saved the text file	Exit the text editor *without saving*. When you return to the original screen, press Ctrl+E at the text field and select the desired outline.
Have saved data in the text file Have exited the editor	1. Open the text editor, and select **Edit > Select All** (Ctrl+A). 2. Select **Edit > Delete** (Delete). 3. Select **File > Save**, and then exit the text editor. You must make sure to save the empty file. 4. When you return to the original screen, press Ctrl+E at the text field and select the desired outline.

Modifying a text field

When you open a text field that already contains data, the software opens the text editor without displaying any outline options.

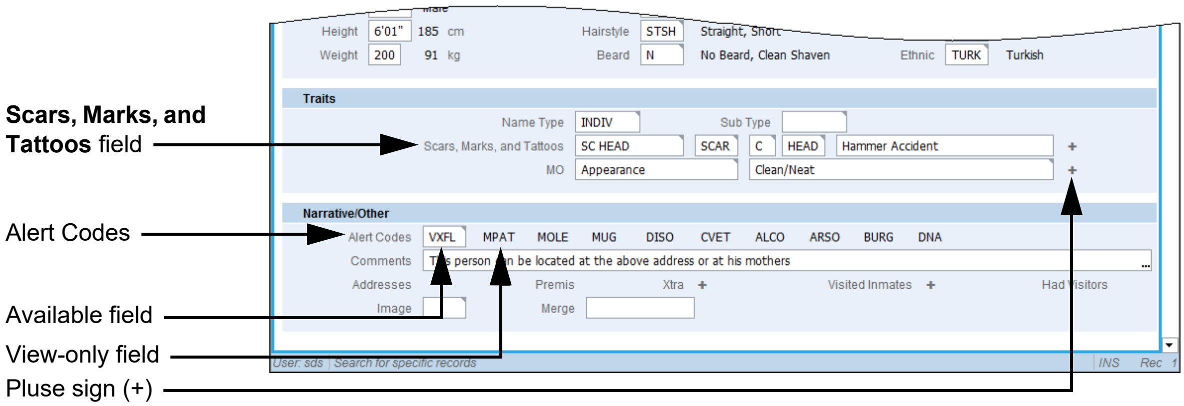
To modify text in a comments field, use standard word processor functionality. You can copy and paste text from one comments field to another. For information about using the text editor, see "Appendix D" on page 499.

NOTE

If you access a text field from one computer, completely exit the record before you access that text field from another computer. If you do not exit the record, you cannot save any changes that you make to the text field from the second computer.

Entering Data in Detail Fields

A detail field contains one or more Detail records. A Detail record might contain one piece of information or several pieces of information that are stored in separate fields. For example, in the **Alert Codes** field on the Names screen, each alert code is one Detail record. The field can display up to 13 alert codes on the screen. However, the detail window might contain more alert codes.

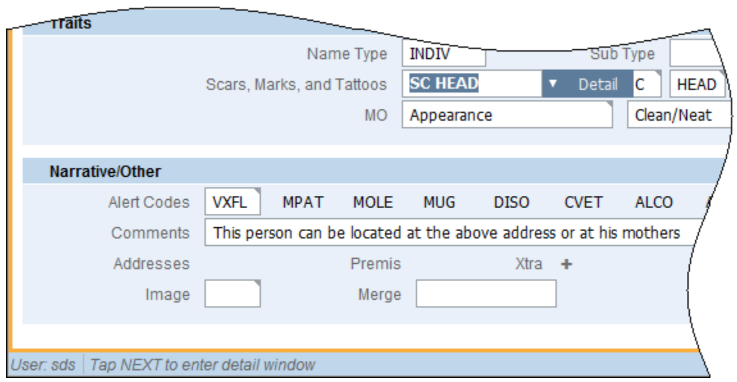


The **SMT** field on the Names screen displays only one Detail record on the screen. However, that Detail record contains several pieces of information that are stored in five fields.

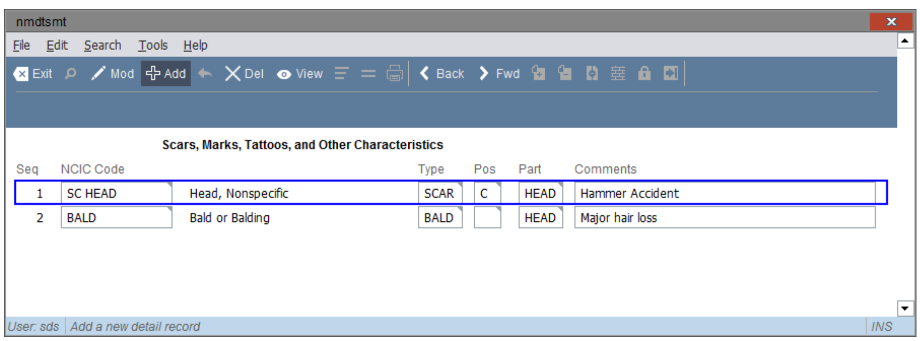
Some detail fields contain one available field, and one or more view-only fields. You can add a Detail record directly into an available field, but to add a record in a view-only field, you must open a detail window. The **Alert Codes** field on the Names screen is an example of a Detail record that has multiple view-only fields.

A plus sign (+) to the right of a detail field indicates that the field contains information that is not visible on the screen. To view this information, you must open the detail window for that field.

When you move the cursor to a detail field, a **Detail** button appears next to the field and the information line displays the following instruction: `Tap Next to enter detail window`.



Click **Detail** or press Ctrl+N to open the detail window for that field. Each line in a detail window represents one Detail record.



Adding Detail records

A detail field normally has one available field. In addition, it might have several view-only fields. If the available field is empty, you can add the first Detail record directly in that field without opening a detail window.

Adding the first Detail record

To enter information into an available detail field:

1. Place the cursor in the field.

2. Enter the information, using the method appropriate for the field type.

If the field is	Do this
A coded field	1. Click the Lookup button (Ctrl+E). A list of valid codes appears. 2. Select the code that you want to use, as described in "Selecting a code" on page 137.
A free-text field	Enter the data directly into the field.

3. If the detail field has more than one field, enter data into each additional field.

   After you add one Detail record in a field, you must add any additional records through a detail window.

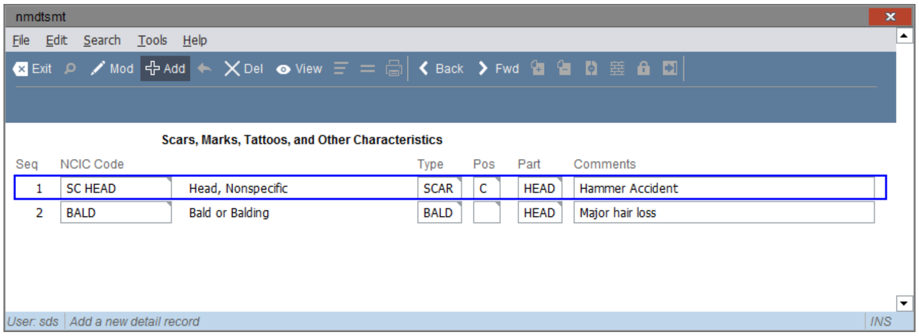
Adding additional Detail records

4. With the screen in Add or Modify mode, place the cursor in the *available* detail field (even if the field contains a record).

   A **Detail** button appears

5. Click **Detail** or press Ctrl+N.

   The detail window appears.



   The detail window contains a toolbar similar to the toolbar on a main screen.

6. Click **Add**.

   An empty Detail record appears at the bottom of the list, and the cursor rests in the first field into which you can enter data.

7. Enter data into the field as follows.

If the field	Do this
Is coded	1. Click the Lookup button (Ctrl+E). A list of valid codes appears. 2. Select the code that you want to use, as described in “Selecting a code” on page 137.
Is a free-text field	Enter the data directly into the field.

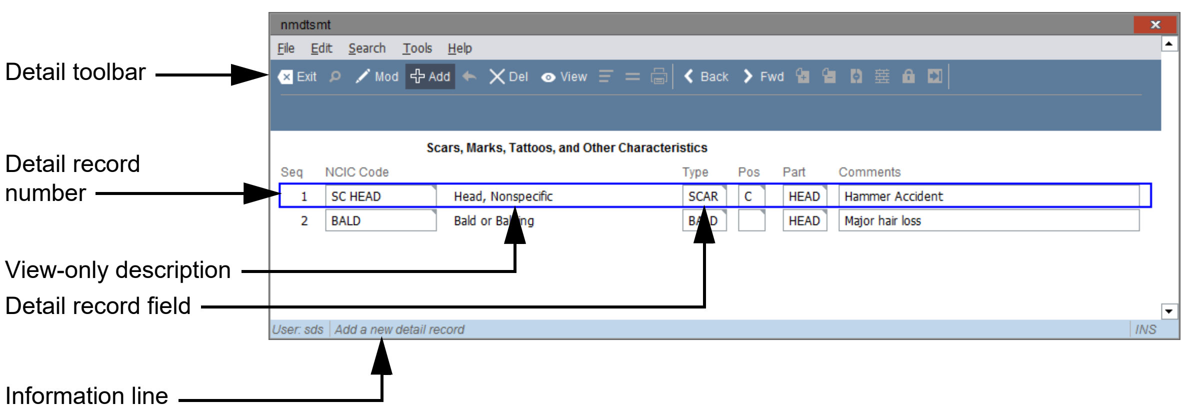
Some fields in a Detail record require an entry. If you skip a required field, the software prompts you and returns you to that field.

8. Repeat step 4 for each field in the Detail record, and then click **Accept** (Alt+A).
9. Repeat steps 3–5 as needed to add additional Detail records.
10. When finished, click **Exit** to close the detail window.

    The data you entered now appears on the main screen (if the detail field has enough space to display it).
11. Click **Accept** (Alt+A) to save your changes.

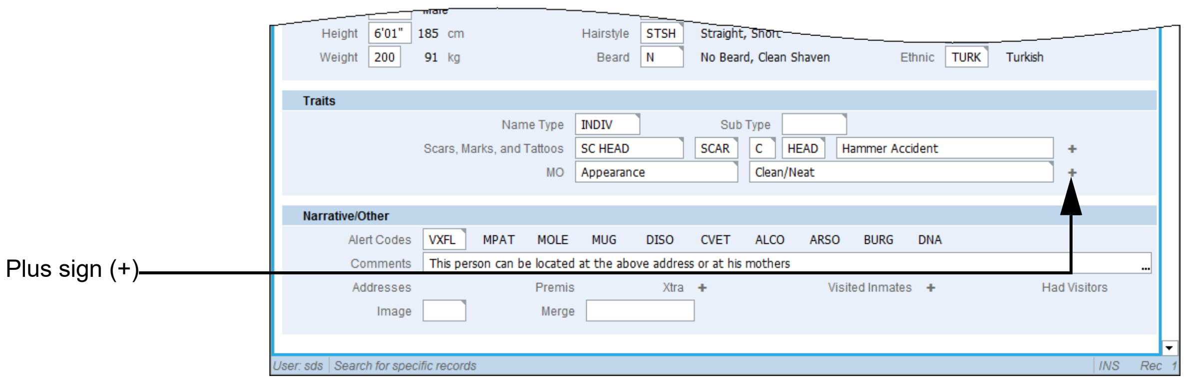
Using a detail window

The software contains several types of detail windows. The appearance of a detail window depends on the type of information it stores. However, all detail windows have the following similar features.

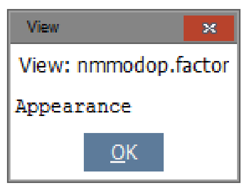


Viewing the contents of a detail window

If a detail field contains more records than can fit on the screen, then a plus sign (+) appears to the right of the field.



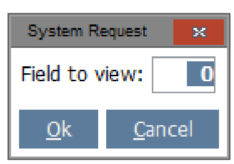
Use the **View** button on the toolbar to view all the Detail records for the field. Do not use the **View** button on the shortcut (right-click) menu. Otherwise, the software displays only the value from that field. For example, if you right-click the first **MO** field on the Names screen and select **View**, the software displays the value from that field only.



To view the contents of a detail window:

1. Open the desired record, such as a Name record, and click the **View** button.

   The software numbers the fields on the screen and opens the following dialog box, prompting for the field to view.



2. In the **Field to view** field, enter the number of the detail field, and then click **OK** or press Enter. For example, to open the detail window for the **MO** field on the Names screen, enter the number of the **MO** field and click **OK**.

The detail window for that field appears.

3. To close the window, click the **Exit** button.

Navigating a detail window

In a detail window, a blue selection rectangle outlines the selected Detail record. To select a different Detail record, do one of the following:

- Press the Up Arrow or Down Arrow key.
- Click the **Fwd** or **Back** button.

The detail window might not display all the Detail records. To view the last record in the list, press the End key or scroll through the list. To view the first record, press Home.

To perform a task in a detail window, click the corresponding button from the detail toolbar.

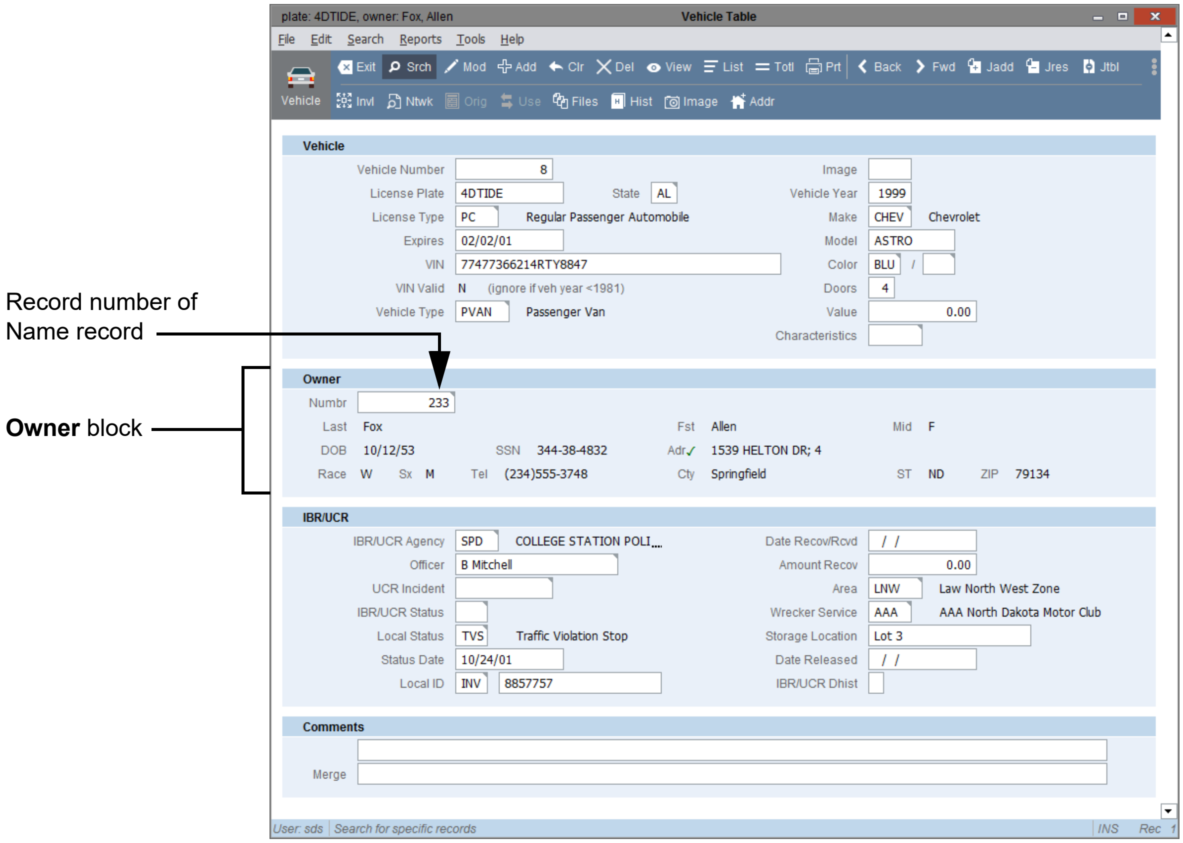
> **NOTE**
>
> To ensure that each button always has the same position on the toolbar, the detail toolbar contains the same buttons as the main toolbar on a screen. However, some of the buttons do not apply to a detail window and are always unavailable. On a detail toolbar, unavailable buttons do not display the name of the button.

The following table describes the buttons in the order they appear on the detail toolbar.

Button	Description
Exit	Exits the detail window and returns you to the main screen.
Mod	Places the window in Modify mode for the highlighted record. Either select a new code or type the correct text in a field. When finished, click **Accept** (Alt+A) to save your changes.
Add	Places the window in Add mode with a new line for the Detail record. See “Adding Detail records” on page 146. You can usually add an unlimited number of Detail records. Depending on the type of detail field, only one or a few Detail records might appear on the main screen.
Del	Deletes the highlighted Detail record. The software prompts: `Are you sure you want to delete this record?` Click **Yes** or press Enter.
Back	Moves up the list by one Detail record. Press Ctrl+P to move back one entire page in the list.
Fwd	Moves down the list by one Detail record. Press Ctrl+N to move forward one entire page in the list.

Entering Data in Name Blocks

Some screens contain areas called name blocks. A name block contains basic information from the Name record identified by the record number displayed above the name block. The **Owner** area on the Vehicle screen is an example of a name block. In the following example, the name block contains owner information from Name record 233.



The title of a name block might change to indicate the relationship between the named person and the current record. For example, Allen Fox is the owner of the vehicle described in the current Vehicle record.

In all modules except Computer-Aided Dispatch (CAD) and Traffic Information, all fields in the name block other than the Name Number are view-only (except when searching).

To enter information in a name block:

1. Open the screen in which you want to add or modify a record, such as the Vehicle screen. See "Opening a screen" on page 94.
2. Do one of the following:

– To add a new record, click **Add**.

– To modify an existing record, click **Mod**.

3. Place the cursor in the first field of the name block, and then click the Lookup button or press Ctrl+E.

If	Then the screen displays
The name block is empty	An empty Name record.
The name block contains name information	The Name record that contains that information.

4. Click **Srch**, and search for the Name record that you want to use. For example, to search for a record for Allen Fox, enter **Fox** in the **Last** field, **A*** in the **Fst** field, and then click **Accept** (Alt+A). For information about searching for records, see “Searching for Records” on page 295.

5. Do one of the following, depending on whether the software displays the needed Name record.

If	Do this
The software displays the Name record that you want to use	Click **Accept** and go to step 6.
The software displays a matching Name record that is not the record you want to use	Select **List** to view other matching Name records. • If the correct Name record is in the list, open that Name record and go to step 7. For information about using the **List** button, see “Viewing the Results of a Search” on page 319. • If the software did not find any other matching records or the correct Name record is not in the list, add the record you want to use as described in “Adding a Record” on page 69. Then, go to step 7.
The software finds no matching records	1. Add the record you want to use as described in “Adding a Record” on page 69. 2. Go to step 6.

6. With the correct Name record on the screen, select the **Use** button.

   The software returns you to the record that contains the name block and displays the correct name information in that name block.

7. Click **Accept** (Alt+A) to save the record.

Using the name block in the CAD and Traffic Information modules

Name blocks in the CAD and Traffic Information modules work differently from name blocks in other modules. When you move the cursor to the name block, the software enters Search mode.

To use the name block in CAD or Traffic Information:

1. Move the cursor to the name block.

   The cursor appears in the **Lst** field.

2. Enter your search criteria, and then click **Accept** (Alt+A).
3. Do one of the following, depending on whether the software finds the needed Name record.

If the software finds	Then do this
One or more records that match your search criteria, the software displays a list window containing all matching records	Press the Up Arrow or Down Arrow key to highlight the correct record if it is not already highlighted. Click **OK** or press Enter. The software removes the list window and enters the name information in the name block of the CAD or Traffic Information record. **NOTE:** If the correct Name record is not in the list, add that record as described in “Adding a Record” on page 69.
No records that match your search data, the software displays the following dialog box 	Click **Yes** or press Enter. An empty Name record appears. Enter information in each field of the Name record, and then click **Accept** (Alt+A). The software enters the name information in the name block of the CAD or Traffic Information record.

4. Click **Accept** (Alt+A) to save your changes.

Transferring Data from an Existing Record

To help you enter data more quickly, the software allows you to copy some or all data from an existing record into a new record:

- To transfer data from a specific field into the corresponding field of a new record, see "Transferring data one field at a time" on page 154. Enter additional data in the new record as needed and save the record.
- To transfer all the data into a new record, see "Transferring data from all fields" on page 155. Change the transferred data as needed and save the new record.

Transferring data one field at a time

Suppose that you want to add a record for a 1996 Honda Accord, but when you search for the record, the software finds a record for a different 1996 Honda Accord record that was added by your agency. Use the Ctrl+U to transfer data one field at a time from the previous record to the new one.

To transfer data one field at a time:

1. With the existing Honda Accord record displayed, click **Add**.
2. In the new Honda Accord record, manually enter the information that is unique to that record. For example, the license plate, VIN, and owner.
3. At each field that is to receive information from the existing record (in this case, the **Year**, **Make**, **Model**, and **Agency** fields), press Ctrl+U.

   The software transfers the data from the previous record into the current field.
4. After you finish entering data, click **Accept** (Alt+A) to save your changes.

Transferring data from all fields

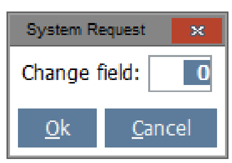
Suppose you need to add records for several property items stolen in a burglary. To avoid entering the same information in several records, you can transfer information from an existing record to a new record.

If your database	Then do this
Contains a record that is similar to the record(s) that you want to add	Click **Srch** to search for the existing record. Then, transfer data from that record to the new record.
Does not contain a record that is similar to the record(s) that you want to add	Add a record that contains the correct data. Then, transfer data from that record to the next new record. In some tables you must search the database before you can add a record. (See “Adding a record when required to search first” on page 70.) After you add a new record, the toolbar does not contain the **Add** button. To activate the **Add** button, search for the record that you just added.

To transfer all data from an existing record to a new record:

1. Open the table that contains the record from which you want to transfer data.
2. Click **Srch**, and locate the record from which to transfer data.
3. With that record displayed, press the Left Arrow or Right Arrow key to highlight the **Add** button. Do *not* press Enter.
4. Press the Spacebar.

   The software numbers the fields on the screen and opens a dialog box, prompting for the field to change.



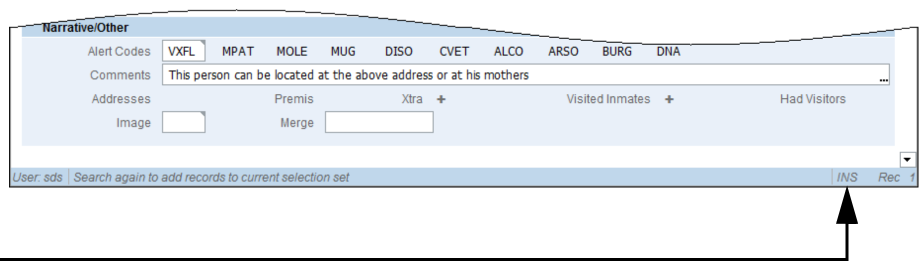
5. Enter the number of the first field in which you intend to modify data in the new record, and then click **OK** or press Enter.

   The software adds a new record that contains the same information as the existing record but has a different record number. The cursor rests in the selected field.
6. Modify the data in the field.

7. Add or modify information in other fields as needed.
8. When finished, click **Accept** (Alt+A) to save the new record.

Using Key-In Modes

The status bar of a main screen shows the current key-in mode in the lower-right corner. The key-in mode on a screen indicates the type of entry you should make, or it might indicate the way the data entered appears on the screen. For example, `Ovr` (Overstrike) or `Ins` (Insert)



Key-in mode

The following table describes each key-in mode.

Name	Description
Alt	Alternate. When you type a character in `Alt` mode, the character replaces the existing entry and the software enters `Ovr` mode.
Ovr	Overstrike or Replace. When you select a button, such as **Srch** or **Add**, from the toolbar, the software enters `Ovr` mode. When you type a character in `Ovr` mode, the character replaces the character under the cursor. Use `Ovr` mode to type over existing information. If the new entry is shorter than the old entry, press Ctrl+K to clear the old entry to the end of the line.
Ins	Insert. When you press Ctrl+R in `Ovr` (or `Alt`) mode, the software switches to `Ins` mode. When you type a character in `Ins` mode, the character is inserted in front of the cursor. Use `Ins` mode to insert new information in front of existing information or to modify a field in which you might want to retain the original entry.
Sec	Secure. When the software prompts you for a password (for example, when you select the **Pswd** button), it enters `Sec` mode. When you type a character in `Sec` mode, the software reads the character but does not display it. Thus, the password is kept secret.
Key	Single key. The software switches to `Key` mode when the toolbar is visible. In `Key` mode, the computer is waiting for a single keystroke.
[ ]	When the mode block is empty, the software is performing a function and is not waiting for input.

Setting preferences to the Insert or Overstrike mode

By default, the software is set to use Overstrike (OVR) mode. To verify that your software is set to Overstrike mode, look for `OVR` in the lower-right corner of the status bar. If the software is in Insert mode, then `INS` appears. Regardless of how the software is set up, you can use the Insert key on your keyboard to override this preference for a single screen.

To set the software to Insert or Overstrike mode:

1. Select **File** > **Configure** to open the Configuration screen.
2. Click the **General Settings** tab.
3. Do one of the following:
   - If you want the software to be in Insert mode, select the **Use Insert Mode by Default** option.
   - If you want the software to be in Overstrike mode, clear the **Use Insert Mode by Default** option.
4. Click **Save** to save your changes.

Chapter 4

Entering Addresses with Geobase

Jump to topic:

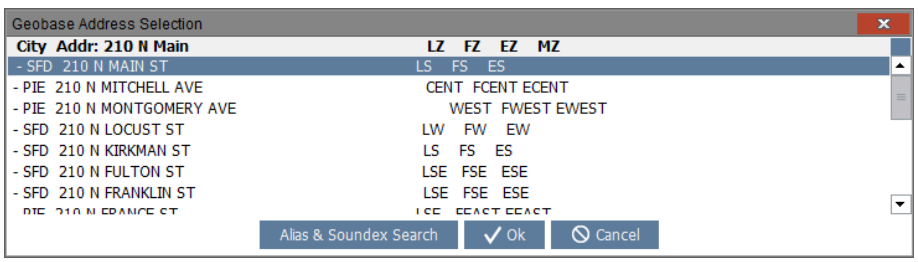
Overview

This chapter describes how to use the Geobase module with RMS. If your agency does not use the Geobase module, disregard this chapter.

> **NOTE**
>
> This chapter uses the Classic Geobase module. If your agency uses the Sentryx Geobase module, then see the *Sentryx Geobase User Manual*.

A geobase is a database that contains all the valid street addresses in your agency's jurisdiction. When you enter an address in any Address field, the software verifies your entry by looking for the same address or similar addresses in your agency's geobase. Only a few address fields in the software are not tied to the geobase.

Using the Geobase module makes it easy to enter addresses. Often, you only need to enter the house or apartment number and the street name. When the address is entered, the software displays the Geobase Address Selection window.



After you select the correct address from the window, the software enters that address and the city, state, and ZIP code based on the records in the geobase.

The geobase also ensures that all addresses are entered correctly and consistently, which makes it easier to search your agency's database. For information about searching on addresses, see "Searching for Records" on page 295.

Use the following table to quickly find the information you need.

To learn how to	See
Enter and verify an address in an Address field	"Entering a Valid Address" on page 162
Properly enter addresses in an Address field	"Guidelines for Proper Address Entry" on page 168

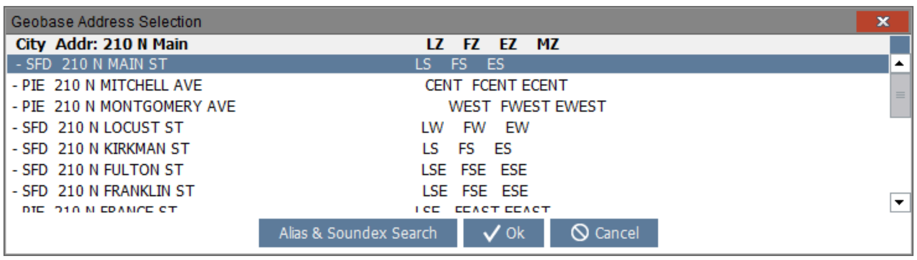
To learn how to	See
Verify an address by running the **addr** command from the command center	"Using the addr Command" on page 174
Use the Address Indicator field to determine whether an address is geobased	"Using the Address Indicator Field" on page 175

Entering a Valid Address

To enter a valid address at an **Address** field:

1. Open the screen in which you want to enter the address.
2. Add or open the record in which you want to enter the address.
3. In the address field, such as the **Addr** field on the Names screen, enter the address. For example, **`210 N Main`**.
4. Move the cursor to the next field.

   If the software finds a similar address, then the Geobase Address Selection window appears, listing the address(es) found.



> **TIP**
>
> If the Geobase Address Selection window does not contain the exact address, click **Alias & Soundex Search** to perform a search for addresses that sound liek the address you want to find.

5. Use the following table to determine which action to take next.

If	And the Geobase Address Selection window	Then see the following subsection
The street and the house number are valid (the exact address exists in the geobase)	Opens and lists the exact match and any similar addresses	“If the exact address is valid” on page 163
The street is valid but the house number is not	Opens and lists the house numbers that *are* valid for that street	“If the street is valid but the house number is not” on page 163
The street is *not* valid	Opens because the software finds similar addresses	“If the street is not valid” on page 164
	Does not open because the software cannot find similar addresses, but a dialog box appears, displaying the following message: `Unable to find similar address`	“If the street is not valid” on page 164

NOTE

"Valid" addresses are those that the software recognizes because they appear in the geobase. Think of a "valid address" as a "recognized address."

If the exact address is valid

If both the street and the house number are valid, then the Geobase Address Selection window appears, listing the exact match and any similar addresses. Select the exact address in one of the following ways:

- Double-click the address.
- Press the Up Arrow or Down Arrow key until the correct address is highlighted, and then press Enter.

TIP

If the list of addresses does not fit in the window, use the scroll bar or the arrow keys to navigate the list. You can also expand the window.

If the street is valid but the house number is not

If you enter a valid street name but a house number that is not valid for that street, then the Geobase Address Selection window lists the ranges of house numbers that *are* valid for that street. If you have reason to use the unrecognized house number, you can still enter it.

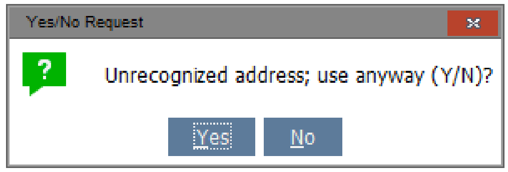
CAUTION

Entering invalid addresses defeats the purpose of the geobase and compromises the integrity of the data. You should follow your agency's policy regarding the entering of addresses that you know are not recognized by the software.

After the Geobase Address Selection window appears, do the following:

1. Write down the valid ranges of house numbers.
2. Click **Cancel** (Alt+C) to close the Geobase Address Selection window.

The following dialog box appears.



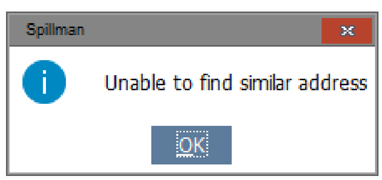
3. Perform one of the following actions, depending on whether you have reason to enter the unrecognized house number.

If	Do this
You have reason to use the unrecognized address, for example, if the house number is on a new section of road that your SAA has not yet added to the geobase	Click **Yes** or press Enter. (Check with your SAA before you enter the unrecognized address.)
You do not have reason to use the unrecognized address (for example, you simply typed house number 551 incorrectly as **`515`**)	Select **No** and enter a new address from the range of valid house numbers that you wrote down in step 1.

If the street is not valid

If the street name that you enter does not exist in the geobase, the software might or might not find similar street names. For example, if you enter **`551 Boardwalk`** and similar street names exist, the software displays them.

However, if no similar street names exist, a dialog box appears, as in the following example.

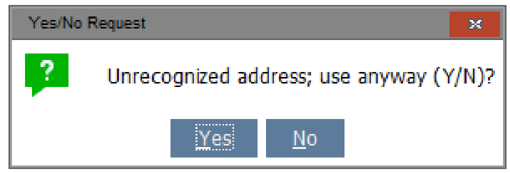


Similar street names appear

If you enter an invalid street name and similar street names appear, do the following:

1. View the entire list to see whether the correct address appears.

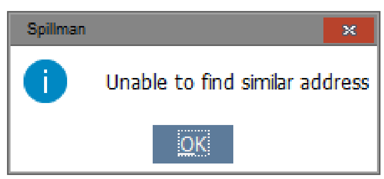
2. Perform one of the following actions, depending on whether the correct address appears in the list.

If the correct address	Do this
Appears in the list	Double-click the address, or highlight the address and press Enter to enter the correct address.
Does not appear in the list	1. Press Alt+C. A dialog box appears.  2. Do one of the following: – Click **Yes** or press Enter *only* if you have reason to use the unrecognized address, for example, if the street is new and your SAA has not yet added it to the geobase. (Check with your SAA before you enter the unrecognized address.) – Select **No** if you do *not* have reason to use the unrecognized address.

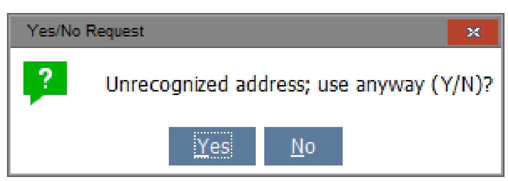
Similar street names do not appear

If you enter an invalid street name and the software cannot find similar street names, do the following:

1. At the following dialog box, click **OK** or press Enter.



The screen displays another dialog box.



2. Perform one of the following actions, depending on whether you have reason to enter the unrecognized house number.

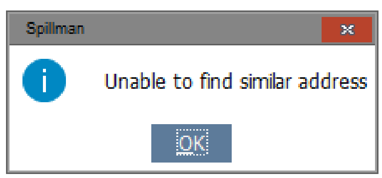
If	Do this
You have reason to use the unrecognized address, for example, if the house number is on a new section of road that your SAA has not yet added to the geobase	Click **Yes** or press Enter. (Check with your SAA before you enter the unrecognized address.)
You do *not* have reason to use the unrecognized address (for example, you typed the street name incorrectly)	Select **No** and enter a new address.

If the address is a non-geobased addresses

Whether you can add non-geobased addresses depends on how your SAA sets the `gbcodadr` application parameter. The following information is useful if you are allowed to add non-geobased addresses.

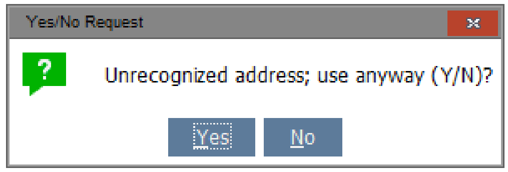
When you enter a non-geobased address, the software does one of the following:

- If it can find similar addresses in the geobase, the software displays a list of these addresses in the Geobase Address Selection window. Click **Cancel** (Alt+C) because the entered address is not on the list.
- If the software cannot find a similar address, it displays the following message.



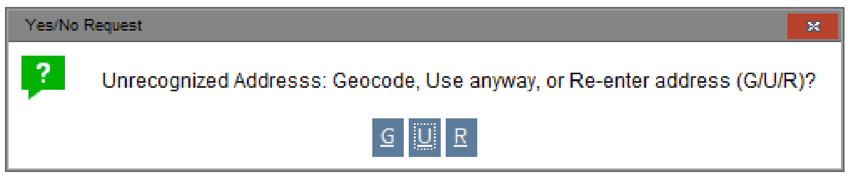
Click **OK** or press Enter to clear the message from the screen. Depending on how your SAA set the `gbcodadr` application parameter, the software does one of the following:

– If you are not allowed to geobase the address but you can use the address as a non-geobased address, the following dialog box appears.



  – If you click **Yes**, the software uses the address. The software does not, however, add the address in the Geobase Address SAA Backdoor table (`gbaddrx`). Therefore the software does not assign a unique, sequential Address ID to this address.

– If you are allowed to geobase the address, the following dialog box appears.



If you click **Use**, the software uses the address without adding the address in the Geobase Address SAA Backdoor table (`gbaddrx`). If you click **Geocode**, the software geocodes the address and assigns a unique, sequential Address ID to this address. Or, you can click **Re-enter** to enter a different search address.

– If you are not allowed to use any non-geocoded addresses, the Geobase Address Selection window displays only geobased addresses.

Guidelines for Proper Address Entry

When you know the proper way to enter addresses, you can, in most instances, simply enter a street address and then select the matching address from the displayed list as described in "Overview" on page 160.

To enter addresses properly, adhere to the following guidelines:

- **Enter the parts of the address in the correct order.** Enter the house number first, followed by the direction, street name, and street type. For example, enter **`150 North Main Street`**.
- **Enter the house number correctly.** If you enter the wrong number (for example, **`1237`** instead of **`127`**), the software might not find the address in the geobase. If you are dispatching CAD calls, you might dispatch officers to the wrong address.
- **Avoid using PO box numbers.** Use a physical address whenever possible.
- **Use *only* those abbreviations your SAA sets up.** Your SAA sets up the geobase to allow entry of certain commonly used abbreviations, such as N for North, St for Street, and Hwy for Highway. For more information, see "Using abbreviations in addresses" on page 169.
- **Do not use punctuation.** Aside from using the semicolon and pound symbol, do not use punctuation anywhere in addresses.
- **Use alternate (alias) names for streets *only* if your SAA sets them up.** Often, a street or a part of a street is referred to by an alternate name or names. Your SAA can define these street aliases when setting up the geobase. For more information, see "Using street aliases in addresses" on page 170.
- **Precede geobased apartment and office numbers with a pound sign.** If an apartment (or office) building is geobased, precede apartment numbers for that building with a pound sign (as in **`73 Singer Drive #1`**). See "Apartments in a geobased building" on page 171 for more information.
- **Precede non-geobased apartment and office numbers with a semicolon.** If an apartment (or office) building is not geobased, precede apartment numbers for that building with a semicolon (as in **`73 Singer Drive; 1`**). See "Adding addresses of apartments in a non-geobased building" on page 172 for more information.
- **Use intersection names in place of street addresses *only* if your SAA sets them up.** If an intersection is defined in the geobase, you can use the intersection name in place of a street address. For more information, see "Using intersection names as addresses" on page 172.

- **Use common place names in place of street addresses *only* if your SAA sets them up.** If a common place is defined in the geobase, you can enter the place name instead of the exact street address. For example, if McDonalds is defined as a common place, you can enter **`McDonalds`** in place of its street address. See "Using common place names as addresses" on page 173.
- **Use a semicolon to include a comment in an address.** See "Entering addresses with comments" on page 173.
- **Ask your SAA.** If you have *any* questions about how to enter an address, ask your SAA. The SAA should establish data entry standards for your agency.

Using abbreviations in addresses

Your SAA sets up the geobase to allow entry of certain commonly used abbreviations, such as N for North, St for Street, and Hwy for Highway. When you enter these abbreviations, the software translates them into the "preferred" form specified by your SAA.

Ask your SAA to print your agency's list of abbreviations, or view the list.

To view the abbreviation list:

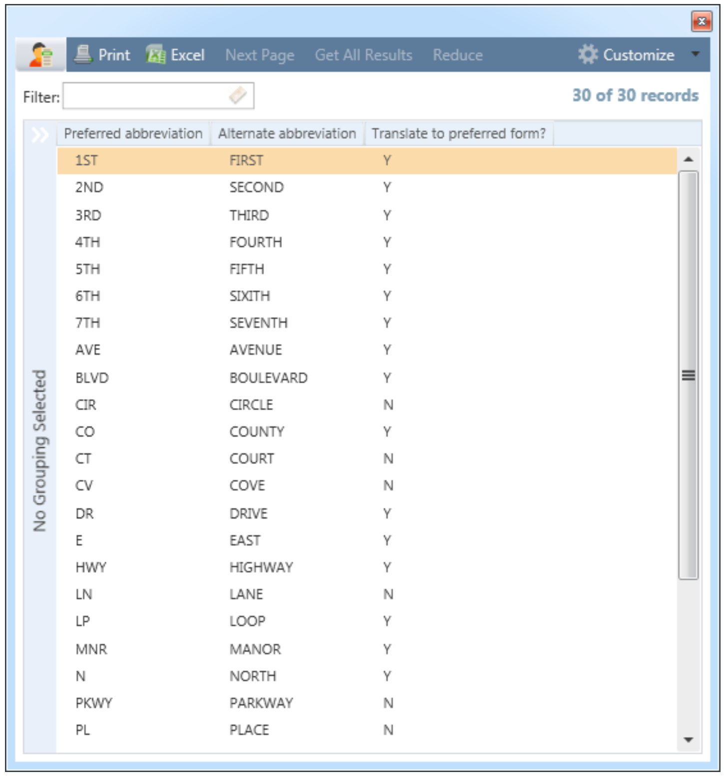
1. At the command line, enter **`gbabbr`**, and then press Enter.

   The Street Part Abbreviations screen opens.

> **NOTE**
>
> If you do not have access privileges to the Street Part Abbreviations screen, ask your SAA about giving you access privileges.

2. Click **List**.

The list of abbreviations opens.



3. To exit the list, click the **Close** button.

CAUTION

Always enter abbreviations without punctuation.

Using street aliases in addresses

Often, a street or a part of a street is referred to by an alternate name or names. Your SAA can define these street aliases when setting up the geobase, enabling you to enter the aliases in place of actual street names.

The following table list some examples.

Actual street name	Street alias(es)
Interstate 35 South	South Freeway
Interstate 20	Loop 820

Actual street name	Street alias(es)
Peyton Manning Pass	Peyton Pass, Manning Pass
North Capitol Drive	Capitol Drive
Lost Explorers Cave Road	Cave Road
400 North Street	University Drive, Stadium Drive

When you enter a street alias, the geobase automatically converts it to the actual street name.

If an alias applies to only certain segments of a street, you cannot use it in addresses that are on other segments of that street.

Adding addresses that contain apartment or office numbers

The proper format for entering apartment or office numbers depends on whether your SAA geobased the apartment or office building. When setting up the geobase, the SAA can geobase any, some, or all multiple-occupancy buildings to suit your agency's needs.

Apartments in a geobased building

If the SAA geobased the building for which you are entering information, enter the apartment or office number as part of the street address, as shown in the following examples:

```
73 Singer Dr #1
150 N Main St #10L
330 W Canterbury Dr #214.5
```

Note the following restrictions on geobased apartment numbers:

- The first character following the pound symbol (#) must be a number. For example, you must enter #A1 as **#1A** and #A24 as **#24A**. The software allows up to five numeric characters immediately following the pound symbol. It stores these in the **House #** field in the geobase record.
- As soon as the software encounters a letter in the apartment/office number, it treats that letter and everything following it as a suffix and stores this information in the **Suffix** field of the geobase record. For example, if you enter **#235Q2**, the software stores 235 as the house number and Q2 as the suffix. If the suffix has more than nine characters, the software truncates the suffix to its first nine characters.
- You cannot use fractions in geobased apartment numbers. Use decimal points instead. For example, enter **214.5** instead of 214 1/2.

Adding addresses of apartments in a non-geobased building

If the SAA did not geobase the building for which you are entering information, enter the apartment/office number as a comment, immediately following the street address. To do this, enter a semicolon (`;`) between the address and the apartment/office number as shown:

```
73 Singer Drive; 1
150 North Main Street; L10
30 West Canterbury Drive; 214 1/2
```

The software interprets everything following the semicolon as a text comment instead of data to be processed. Therefore, the restrictions on geobased apartment/office numbers do not apply to non-geobased apartment/office numbers.

If you use a fraction in an apartment number in a comment, separate the number and the fraction with a space as shown above.

Using intersection names as addresses

If an intersection is defined in the geobase, you can use the intersection name in place of a street address. For example, if an accident occurs at an intersection, you can enter the intersection name in the **Address** field of the Law Incident table (`law`). Use an ampersand (**&**) to separate the names of the intersecting streets, as in **`Boardwalk & Ventnor Boulevard`**.

If the name of major intersection is confusing or unusually long, your SAA can shorten it so that you can enter the shortened version. For example, the SAA might shorten the intersection name **`North Country Club Drive & West Saint Charles Avenue`** to **`Country Club & Saint Charles`**.

Use the `addr` command to determine whether a shortened name is allowed. For information about using the `addr` command, see "Using the addr Command" on page 174. For example, to see whether Country Club & Saint Charles is allowed, enter **`addr Country Club & Saint Charles`** at the command line. If the shortened form is allowed, it appears in the lookup list.

Keep in mind the following points:

- Intersections are the same if they are physically in the same place. For example, if four roads intersect at the same point, you can enter any two of the four streets as the intersection.
- If two streets intersect twice (for example, if one street curves), enter the intersection as described above. A window appears, showing the two possible intersections on separate lines (for example, `300 S Main & Wilson Ave` and `100 S Main & Wilson Ave`). Highlight the correct intersection and press Enter.

Using common place names as addresses

If a common place is defined in the geobase, you can enter the place name instead of the exact street address. For example, if McDonalds is defined as a common place, you can enter **`McDonalds`** in place of its street address. The geobase supplies the address. (Note that the apostrophe in McDonald's is omitted when the common place is defined and that you must omit it when entering **`McDonalds`** in place of the street address.)

If multiple addresses have the same common place name (for example, if your city has five 7-Eleven stores), a window lists the possible addresses/store numbers. Highlight the correct address, and press Enter.

Ask your SAA which common names are defined in your geobase.

Entering addresses with comments

You can enter comments as part of an address. Simply enter the address, followed by a semicolon and a space, followed by the comment. For example, **`1532 S Main; behind`**. Although the software looks at only the actual address when searching, the comment appears in any Address field displaying that address. For example, if you enter a valid address in CAD and the CAD call generates a Law Incident record, the comment appears in that incident record.

Using the addr Command

When you enter an address by selecting it from the Geobase Address Selection window, you are assured that the address is valid. You can also verify an address by using the `addr` program. You must enter the `addr` command at the command line. For additional instructions, see "Entering a Valid Address" on page 162.

To verify an address with the `addr` command:

1. Click the command center or select the **Run** button to bring the command center to the front.
2. At the command line, enter **`addr`** followed by the street address, and then press Enter. For example, **`addr 134 S Main`**.

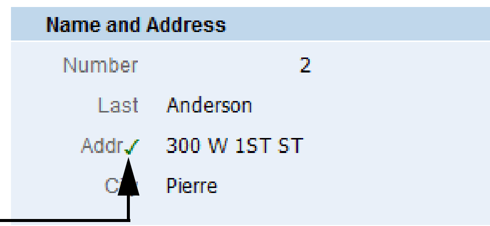
   One of the following occurs:

   – If the address is valid, the Geobase Address Selection window appears, listing the exact match and any similar addresses.

   – If the address is not valid, the software displays either similar addresses or the following message: `Unable to find similar address`.

Using the Address Indicator Field

The **Address Indicator** field appears on most screens in which you can enter an address. However, the field is not labeled. It is located before the name of the **Address** field. For example, before the **Addr** field on the Additional Name Information screen.



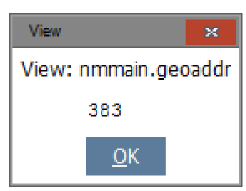
Address Indicator field

When the **Address** field contains an address, the **Address Indicator** field displays either a check mark or is left blank to indicate whether the address is geobased (valid).

Check mark

Unlike most fields, the **Address Indicator** field does not display its actual contents. If the address is geobased, the **Address Indicator** field *contains* the address's unique Address ID generated by the software and *displays* a check mark. The check mark signifies that the field contains data, an indication that the address is geobased.

To view the Address ID, right-click the **Address Indicator** field, and then select **View**. The Address ID appears in the View window.



Blank

If the address does not exist in the geobase, then the **Address Indicator** field does not contain data and is left blank.

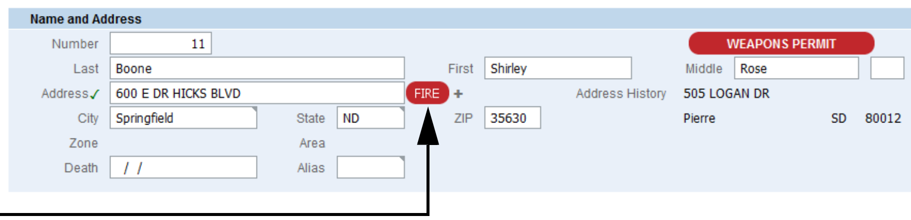
> **NOTE**
>
> Your SAA might make the **Address Indicator** field display a check mark for non-geobased addresses that have been reviewed and should never be geobased. For example, addresses outside your agency's jurisdiction.When viewing the field contents, a letter is displayed instead of the Address ID, such as R or X.

Viewing Address Alerts

Your agency can create alerts for any street address in your geobase. For instructions, see the *Geobase User Manual*. The alerts are displayed with the address on screens throughout the software.

Viewing address alerts on most screens

Address alerts appear in the same location on most screens that have an **Address** field.



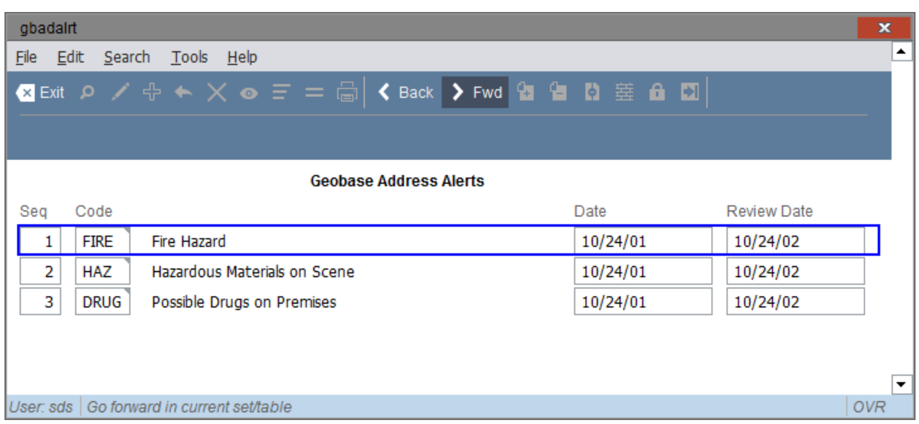
Address Alert field

In the preceding example, `FIRE` is the *first* alert code associated with 45 West Center in Lonesome Pine. A plus sign (+) next to the **Alert** field indicates that the address has multiple alerts.

To view multiple address alerts:

1. Select the **View** button to number the fields on the screen.
2. In the **Field to View** field, enter the number of the **Address Alert** field, and then press Enter.

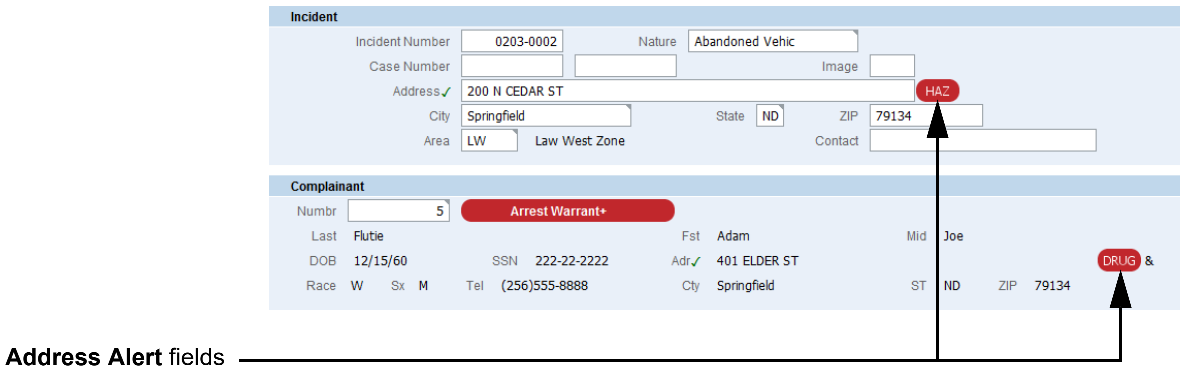
   The Alerts detail window opens



3. After you finish viewing the alerts, click the **Exit** button to close the detail window.

Viewing address alerts in Law Incident records

In Law Incident (`law`) records, the screen can display alerts for two addresses—one for the address where the incident occurred and another for the address of the complainant:



For more information on address alerts on the Law Incident screen, see the *Law Enforcement Records Management User's Guide*.

Viewing address alerts in CAD records

On the CAD screens (Add Call, Modify Call, Call Information, Dispatch, and Calls), the address alerts themselves do not appear. Instead, these screens display the number of alerts that exist for the address of the complainant and the number of alerts that exist for the address of the call.

For more information on viewing the alerts on a CAD screen, see the *CAD User Manual.*

Understanding how the software truncates address information

The software uses the address field to display the street address. The address field can also display the common place name of the address, the address location, and comments (assuming that this information is available). The address field can contain up to 40 characters (including spaces and semicolons), displayed in the following format:

`street address`; *`common place name`*; *`location`*; *`comments`*

If the address information is longer than 40 characters, the software truncates the address information. Your SAA can determine which information the software truncates when address information exceeds 40 characters.

For example, suppose that the software contains the following address information.

Description	Data
Address	`5616 Aspen Rd`
Common place name	`Audio House – Downtown`
Location	`3500 E`

Suppose you then enter the following search address:
`Audio House; see Pam on arrival`.

Depending on how your SAA set `gbminaka` and `gbminloc` determines the information the software displays, as shown in the following example.

gbminaka	gbminloc	Displayed address information (up to 40 characters)
		`5616 Aspen Rd; Audio House – Downtown; 3`
2		`5616 Aspen Rd; Au; 3500 E; see Pam on ar`
2	**0**	`5616 Aspen Rd; Au; 3; see Pam on arrival`
3	**0**	`5616 Aspen Rd; Aud; see Pam on arrival`

Chapter 5

Adding Name Records

Jump to topic:

Overview

Use the Names table to add a Name record for each complainant, witness, victim, suspect, vehicle or property owner, arrested person, wanted person, and field interview contact. The Names table centralizes the most important information in the software and makes name information accessible from many other tables.

> **NOTE**
>
> If your agency uses the Personnel Management module, store the names of law enforcement and judicial personnel in the Employee table, and not the Names table.

You can also use the Names table to record information about buildings that you see frequently. For example, you can create Name records for government buildings, financial institutions, school buildings, churches, convenience stores, and bars. For more information, see "Adding a Name record for a business or building" on page 186. However, if your agency uses the Geobase module, then add information about buildings in Geobase instead of the Names table.

You can access the following types of information from the Names screen:

- **"Identifying" information.** The Name record itself includes the person's name and address, personal identification numbers, number of aliases (if any), physical description (including scars, marks, and tattoos), and traits (including *modus operandi* and alert codes)—the information that officers need the most and are most likely to use when searching for a person in the database.
- **"Additional" name information.** Each Name record has an Additional Name Information screen for storing the person's marital status, religious affiliation, education, employer, and other information, including coverall and shoe sizes. To display the Additional Name Information record, open the Name record and then select the **Xname** button from the toolbar.
- **History of changes made to certain name information since the Name record was added.** The software uses the **Hst** detail field on a Name record to track changes made to the person's name, address, and phone number. To view or modify the list in the **Hst** field, see "Modifying Names, Addresses, or Phone Numbers" on page 353.
- **Records linked to the Name record.** The software allows you to create links (called involvements) between Name records and other

types of records. For example, you can create a link between a Vehicle record and the Name record for the owner of the vehicle.

From a Name record, you can display an Involvements screen. This screen lists, and provides access to, all the records linked to the Name record. For example, if the person is linked to a car accident and a burglary, the Involvements screen lists the related Law Incident records. Similarly, the Involvements screen for each related Law Incident record lists, and provides access to, the Name record. For more information, see Chapter 13, "Working with Involvements," which begins on page 365.

- **Name-related information.** If the Name record was one of a pair of Name records merged by your SAA, you can view comments about the merge. If your agency uses the Jail module, the Name record indicates whether the person visited or received visitors in jail. You can view this name-related information, but not modify it.
- **Premises information related to the Name record, *if* your agency uses the Premises Information module.** To view or add premises information, open the Name record and then select the **Premis** button from the toolbar.

Use the following table to quickly find the information you need.

To learn how to	See
Add a Name record for a person	"Adding a Name Record" on page 182
Add a Name record for a business or building	"Adding a Name record for a business or building" on page 186
Enter information about scars, marks, and tattoos in a person's Name record	"Entering Data for Scars, Marks and Tattoos" on page 188
Enter *modus operandi* information in a person's Name record	"Entering Data for Modus Operandi" on page 190
Attach alert codes to a Name record	"Entering Name Alerts" on page 192
Enter additional name information for a person	"Entering Additional Name Information" on page 196
Add a record for a person's alias name	"Adding and Viewing Aliases" on page 198
View name-related information such as alerts, jail visitations, and comments about the merging of two Name records	"Viewing Name-Related Information" on page 201
Work with premises information that is associated with a Name record	"Working with Premises Information" on page 205

Adding a Name Record

Before you can add a Name record for a person, you must search the Names table to make sure your agency's database does not already contain a record for that person.

Searching before adding a Name record

When searching for a Name record, adhere to the following guidelines so that you find all possible variations of the name and do not add a "duplicate" Name record:

- Search on only a few fields so that you do not restrict the search too much.
- Search on those criteria that are most useful for identification, such as Social Security number (SSN) or birth date.
- If you do not know the person's Social Security number, search on the last name and first name.
- Consider multiple spellings and the various ways different officers might enter the same data. For example, Anderson is sometimes spelled Anders*en* and Kelli might be entered as Ke*lly*, Ke*lley*, Ke*li*, or Ke*llie*.You can adjust for such differences by entering the asterisk (**`*`**) wildcard character in the place of one or several letters, as in **`Anders*n`** and **`K*`**.

For details on other ways to conduct searches, see Chapter 11, "Searching for Records," which begins on page 295.

Checking for duplicates when adding Names records

The software provides a level of validation to decrease the possibility of creating duplicate Names records. When a user adds a new Name record, the software uses the information to search the database for potential duplicate records. The software searches for duplicate social security numbers and driver license information If the search identifies any matches, the software displays the list of potential matches. The user can then decide if they need to add the record or use an existing record. This functionality can also be disabled. For information on the required System Privileges, contact your SAA or see the *Security Setup and Maintenance Manual*.

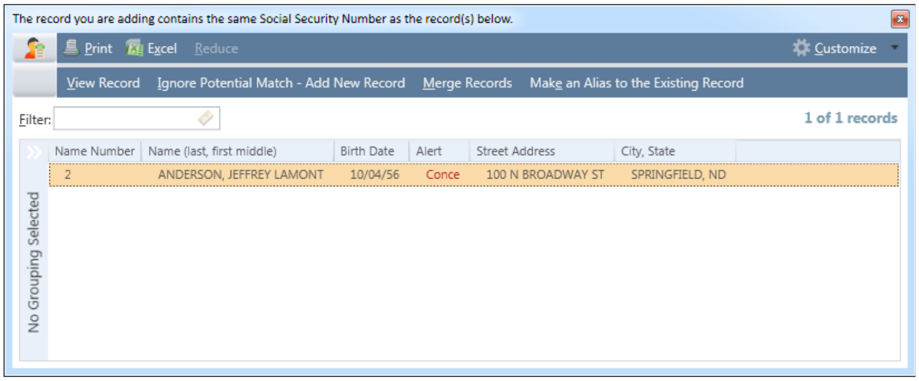
To check for duplicates when adding Names records:

1. After searching for the Name record, click **Accept**.

The software automatically performs the following.

If	The following occurs
No Social Security number is entered in the new record	The software begins to search by driver's license information.
A Social Security number is entered in the new record	The software searches the database for any Names records that have the same Social Security number. If matches are found, the software stops searching and displays the list of matches. Continue to the next step. If no matches are found, the software begins to search by driver's license information.
If no driver's license information is entered in the new record	The software saves the new record into the database.
If driver's license information is entered in the new record	After the software does not find any matches using the Social Security number, the software searches the database for any records that have the same driver's license information. If matches are found, the software displays the list of matches. If no matches are found, the software saves the new record into the database.

The software displays a list of matches.



2. Use the following table to determine which button to click.

Button	Action
View Record	Opens the highlighted Name record in a separate Names Table screen. Once you are finished viewing the record, close the record to return to the original Name record and list.
Ignore Potential Match - Add New Record	Adds the new Name record to the database.

Button	Action
Merge Records	Begins the existing Name Merge program. The software automatically selects to retain the existing Name record and merge the new record into it.
Make an Alias to the Existing Record	Adds the new Name record and marks the new Name record as an alias to the existing Name record.
Make an Alias to the New Record	Adds the new Name record and marks the existing Name record as an alias to the new Name record.

Adding a Name record for a person

To add a Name record for a person:

1. Open the software. See “Starting and Exiting the Software” on page 48.
2. Open the Names screen. See “Using Screens” on page 94.
3. Click **Srch**. See “Adding a record when required to search first” on page 70.

   If your agency’s database does not contain a record for the person, the software displays a blank Names screen.
4. Enter information about the person. See “Fields on the Names screen” on page 475.
5. When finished, click **Accept** (Alt+A) to save the record.
6. Click **Exit** to exit the Names screen.

Adding additional addresses to a Name record

The address that is recorded on the Names screen is referred to as the Primary address. Any other addresses are referred to as Additional addresses.

To add Additional addresses to a Name record:

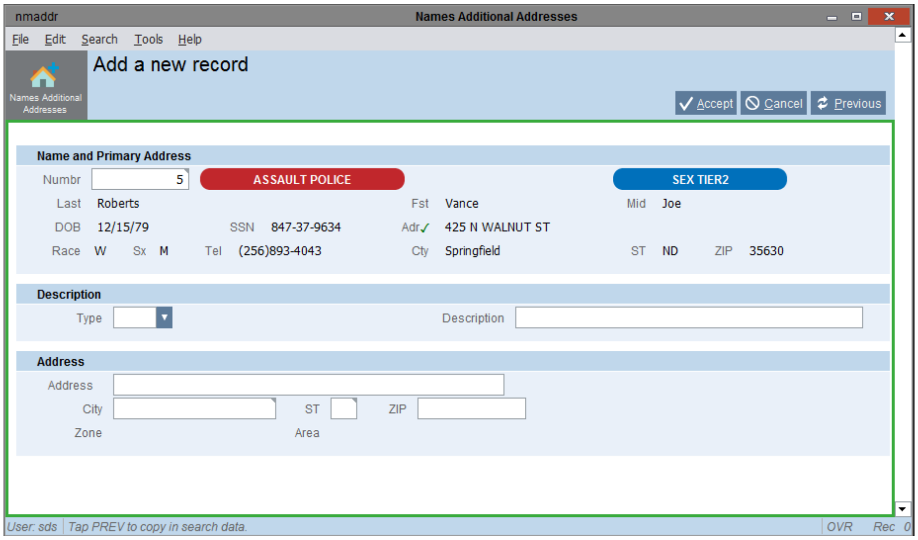
1. With the Name record open, click the **Addr** button.

   The Names Additional Addresses screen opens, and one of the following occurs:

   – If no records exist, the screen opens in Add mode.

   – If one record exists, the Names Additional Addresses screen displays the record. Click **Add**.

– If multiple records exist, a list of records opens. Close the list and click **Add**.



2. In the **Type** field, enter the category of the address, or click the Lookup button to select one from the list. For example, `WORK` for work address.
3. In the **Description** field, specify additional information about the address. For example, for a school or work address, you can specify the business or school name. For a secondary address, you can specify when it is used. This field is especially important when keeping track of sex offenders.
4. In the **Address** area, enter the address. This area is a standard address block that is verified by Geobase.
5. Click **Accept** to save the record.

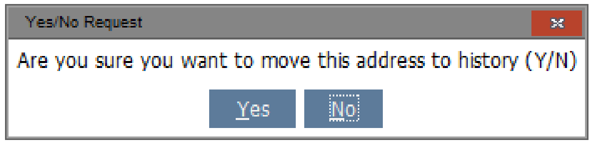
Expiring an Additional Addresses record

The software gives you the option to expire an unused additional address. Once you have expired an Additional Addresses record, the software moves the record to the `nmhistry` table.

To expire an Additional Addresses record:

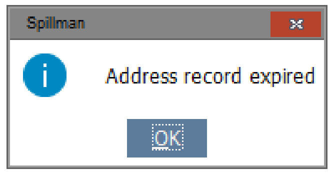
1. With Additional Addresses record open, click the **Expire** button.

The following dialog box opens.



2. Click **Yes**.

   A message box opens, stating that the record was expired.



3. Click **OK**.

   The software removes the Additional Addresses record and moves the information to the `nmhistry` table.

> **NOTE**
>
> Once you have expired an Additional Addresses record, you can view a history of the address by clicking the **History** button on the Names Additional Addresses screen.

Adding a Name record for a business or building

Create Name records for businesses or buildings only if your agency does not use the Geobase module. If your agency uses the Geobase module, add the information in Geobase instead.

When adding a Name record for a business or building, use the following guidelines:

- In the **Last** field, enter a name that uniquely identifies the business or building. For example, if your agency's jurisdiction has three 7-Eleven stores, add three Name records. In the **Last** field of each record, enter a value such as:

  ```
  7-Eleven, 200 S Main St
  7-Eleven, 4800 N Main St
  7-Eleven, 2700 E Elm St
  ```

- In the **Name Typ** field, select the code that applies to the business or building. For example, `BUSIN`.

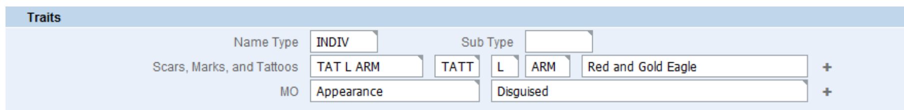
If your agency uses the Computer-Aided Dispatch module, you can alert dispatchers to any hazards at the business or building by following these guidelines:

- If the business or building contains hazardous materials or hazard areas and your agency has created an alert code for hazards, enter that code in the **Alert Codes** field.
- If your agency uses the Premises Information module, enter detailed information about hazards into the **Description Detail** area in the Premises Information (`premises`) record for this business or building. To access the Premises Information record for a particular Name record, open that Name record and select the **Premis** button. See "Working with Premises Information" on page 205.
- If your agency does not use the Premises Information module, enter detailed information about hazards in the **Comments** field in the Name record for this business or building.

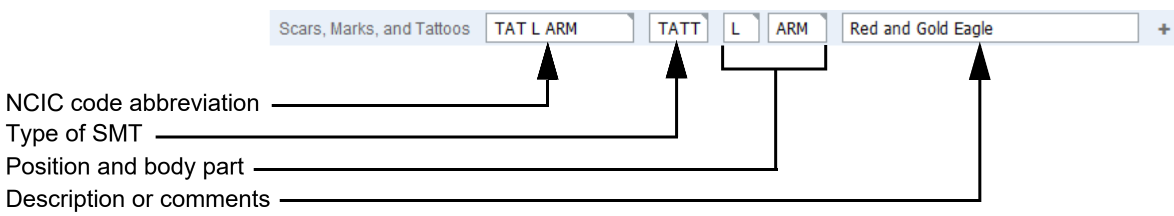
> **TIP**
>
> For information on accessing hazard information from the CAD Status screen, see the *CAD User Manual*.

Entering Data for Scars, Marks and Tattoos

Use the **SMT** detail field on the Names screen to enter information about the scars, marks, tattoos, and other characteristics of a person. The SMT fields on the screen constitute the first SMT Detail record. To add or view additional SMT Detail records, you must open the SMT detail window.



The names of the individual fields in an SMT Detail record do not appear on the screen. To see a ToolTip that briefly describes the field, rest your mouse pointer on the field. The following example shows the type of information that you can enter in each field.



The comments field is a free-text field. All other SMT fields are coded.

Enter the information on the screen or in the SMT detail window, depending on whether this is the first SMT Detail record you are adding.

Adding the first SMT Detail record

To add the first Detail record in an SMT field:

1. Open the Name record in which to add SMT information. If the record does not exist, then add it.
2. In the **NCIC Code** field (first SMT field), click the Lookup button (Ctrl+E) to view a list of valid NCIC code abbreviations.
3. Select the appropriate code from the list. For example, `PRCD LLIP` for `Pierced lip, lower`.

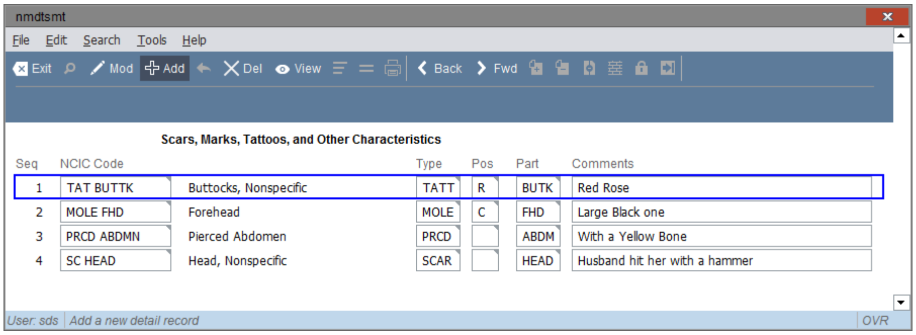
   The software completes the **Type**, **Pos**, and **Part** fields based on default values defined by your SAA. However, you can change the values if necessary.
4. In the **Comments** field, enter a description or comment.
5. Click **Accept** (Alt+A) to save your changes.

Adding additional SMT Detail records

To add additional Detail records in an SMT field:

1. Open the Name record in which to add SMT information. If the record does not exist, then add it.
2. In the **NCIC Code** field (first SMT field), click the **Detail** button (Ctrl+N).

   A detail window appears.



3. Click **Add**.

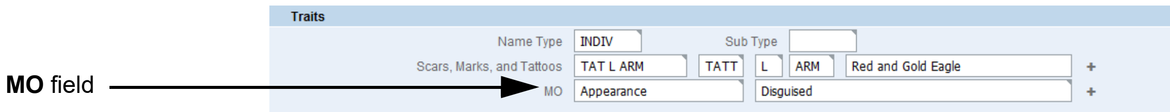
   A blank Detail record appears, with the cursor in the **NCIC Code** field.
4. Click the Lookup button (Ctrl+E) and select a code from the list.

   The software might enter information into some of the remaining fields in the Detail record.
5. Enter or modify the remaining fields as needed.
6. In the **Comments** field, enter a description or any comments.
7. Click **Accept** (Alt+A) to save the new Detail record.
8. Repeat steps 3–8 to add additional SMT Detail records.
9. Click the **Exit** button to close the detail window and return to the Names screen.

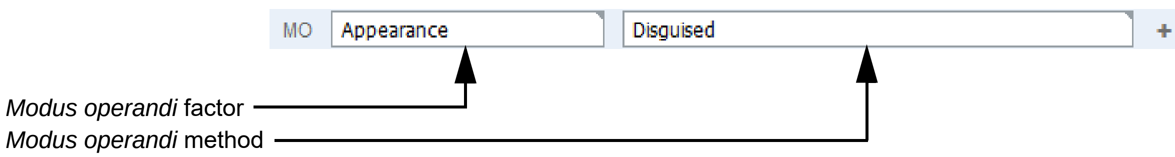
   The first SMT Detail record appears on the Names screen. If multiple Detail records exist, then a plus sign (+) is displayed.

Entering Data for Modus Operandi

Use the MO fields on the Names screen to enter information about the *modus operandi* (method of operation) of a person.



The names of the fields in an MO Detail record do not appear on the screen. To see a ToolTip that briefly describes an MO field, rest your mouse pointer on a field. The following example shows the type of information that you can enter in each field.



The MO fields in the **MO** group show the first MO Detail record. You can add a Detail record directly into these fields. If multiple MO Detail records exist, then a plus sign (+) is displayed. To add more than one Detail record, you must enter a detail window.

Enter the information on the screen or in the MO detail window, depending on whether this is the first MO Detail record you are adding.

Adding the first MO Detail record

To add the first MO Detail record:

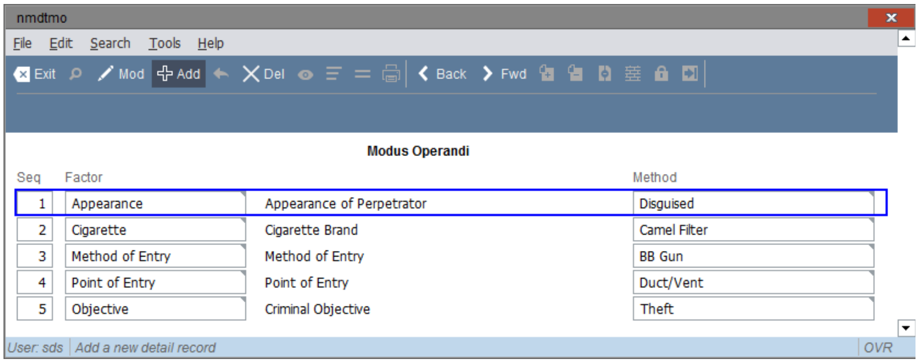
1. Open the Name record in which to add MO information. If the record does not exist, then add it.
2. In the **MO Factor** field, click the Lookup button (Ctrl+E) to view a list of valid MO factor codes.
3. Select the appropriate code from the list. For example, `Appearance of Perpetrator`.
4. In the **MO Method** field, click the Lookup button (Ctrl+E) to view a list of valid MO method codes.
5. Select the appropriate code from the list. For example, `Clean/Neat`.
6. Click **Accept** (Alt+A) to save the record.

Adding additional MO Detail records

To add additional MO Detail records:

1. Open the Name record in which to add MO information. If the record does not exist, then add it.
2. In the **MO Factor** field, click the **Detail** button (Ctrl+N).

   A detail window appears.



3. Click **Add**.

   A blank Detail record appears, with the cursor in the **Factor** field.
4. Click the Lookup button (Ctrl+E) to display a list of valid MO factor codes.
5. Select the appropriate code from the list.

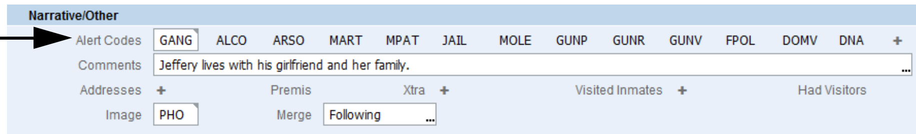
   The software displays the description for the code.
6. In the **Method** field, click the Lookup button (Ctrl+E) to display a list of valid MO method codes.
7. Select the appropriate code from the list.
8. Click **Accept** (Alt+A) to save the new Detail record.
9. Repeat steps 3–8 to add additional MO Detail records.
10. Click the **Exit** button to close the detail window and return to the Names screen.

    The first MO Detail record appears on the Names screen. If additional Detail records exist, then a plus sign (+) appears.

Entering Name Alerts

Use the **Alert Codes** field on the Names screen to add alert codes associated with a person.

Alert Codes field



You can add a Detail record directly into the field. To add additional Detail records, you must enter a detail window.

Enter the information on the screen or in the Alert Codes detail window, depending on whether this is the first Alert Code Detail record you are adding.

Adding the first Alert Code Detail record

To add the first Alert Code Detail record:

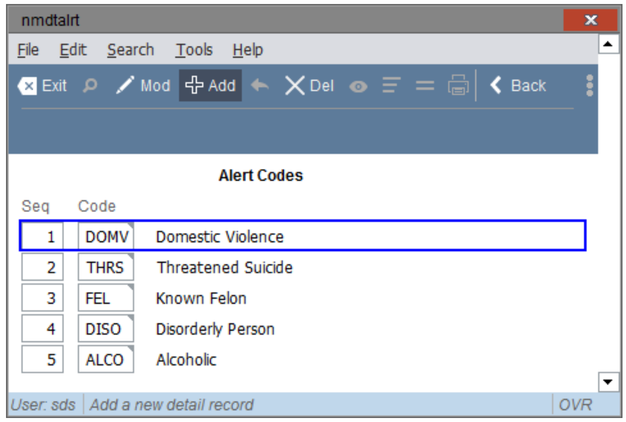
1. Open the Name record in which to add Alert Code information. If the record does not exist, then add it.
2. In the **Alert Codes** field, click the Lookup button (Ctrl+E) to view a list of valid alert codes.
3. Select the appropriate code from the list. For example, `Alcoholic`.
4. Click **Accept** (Alt+A) to save your changes.

Adding additional Alert Code Detail records

To add additional Alert Code Detail records:

1. Open the Name record in which to add Alert Code information. If the record does not exist, then add it.
2. In the **Alert Codes** field, click the **Detail** button (Ctrl+N).

A detail window appears.



3. Click **Add**.

   A blank Detail record appears, with the cursor in the **Code** field.

4. Click the Lookup button (Ctrl+E) to display a list of valid alert codes.

5. Select a code from the list.

   The software displays the description of the code.

6. Click **Accept** (Alt+A).

7. Repeat steps 3–6 as needed to add additional Alert Codes Detail records.

8. Click the **Exit** button to close the Detail window and return to the Names screen.

   The first 13 alert codes appear on the Names screen. If more records exist, a plus sign (+) appears.

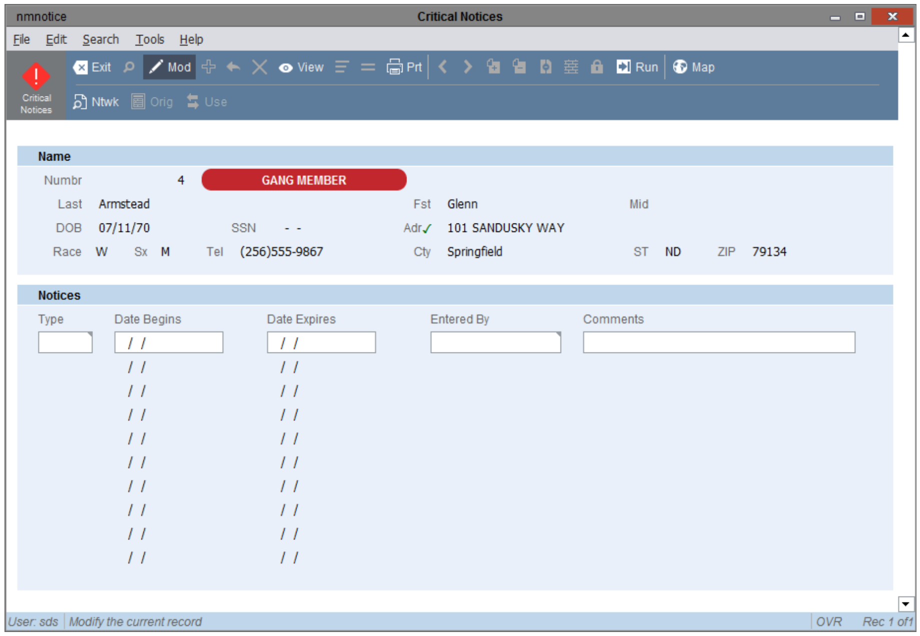
Adding Critical Notices alerts

The Critical Notices alerts allow your agency to specify the text that appears for the alert. In addition, you can specify the beginning date, ending date, and comments about the alert.

To add a Critical Notices alerts:

1. With the Name record open, click the **Notices** button.

The Critical Notices screen opens.



2. In the **Notices** area, click in the **Type** field, or click **Mod**.
3. Click the **Detail** button.

   The Critical Notices Detail window opens.
4. Click **Add**.
5. In the **Type** field, enter the category of the critical notice that you want to add, or use the Lookup button. For example, **`CPERM`** for Concealed Permit Holder.
6. In the **Date Begins** field, enter the earliest date that you want the alert to appear on the Name record. This allows you to determine how long an alert appears on the Name record. For example, if your agency has been notified that a prisoner will be released on probation in one week, you can set the alert to appear on the Name record on the release date.

   If you leave the **Date Begins** field blank, the software displays the alert immediately.
7. In the **Date Expires** field, enter the last date that you want the alert to appear on the Name record. This allows your agency to schedule certain notices to be removed without having to manually monitor and remove the notice at a future date.

If you leave the **Date Expires** field blank, the software displays the alert indefinitely.

8. In the **Entered By** field, enter the name of the officer that entered the alert.
9. In the **Comments** field, enter a brief note as to why the Critical Notice alert was added.
10. Click **Accept** to save the detail record.
11. Click **Exit** to close the detail window.
12. Click **Accept** to save the Critical Notices record.
13. Click **Exit** to return to the Name record.

Entering Additional Name Information

Use the Additional Name Information screen to enter information beyond what is on the main Names screen.

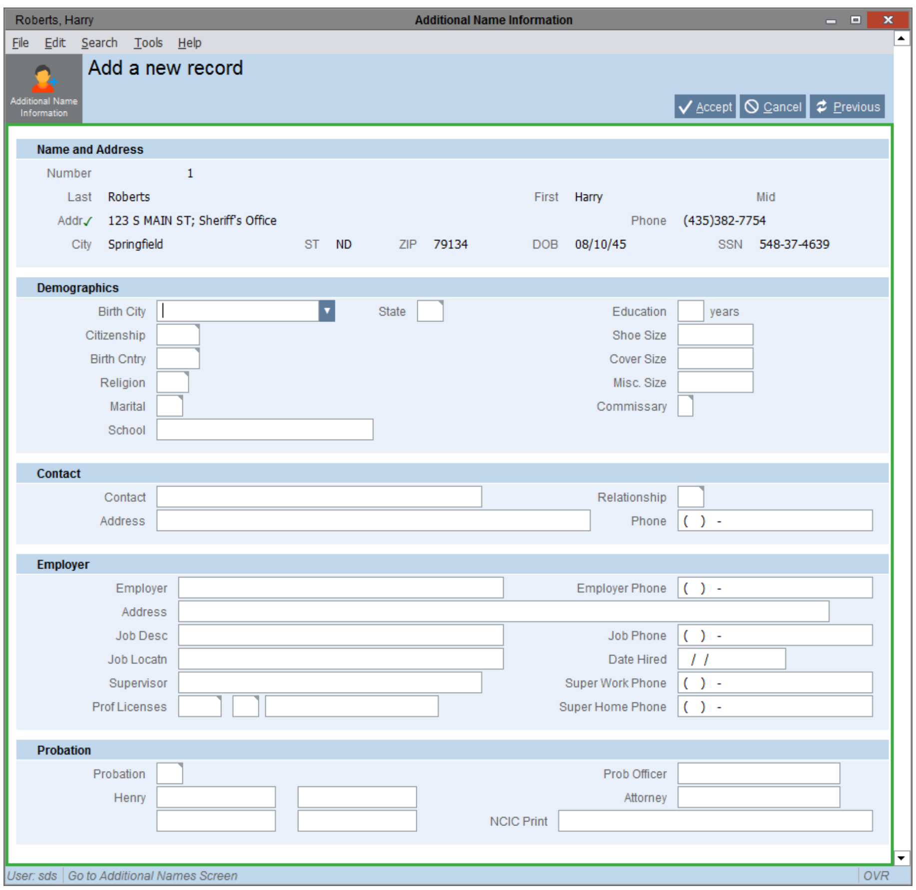
To add additional name information:

1. Open the Name record in which to add Additional Name information. If the record does not exist, then add it.
2. Click the **Xname** button.

   The following occurs:

   – If no record exists, then the screen opens in Add mode.

   – If a record exists, then the screen opens to that record. Click **Mod**.



3. Complete the fields. For field descriptions, see “Fields on the Additional Name Information screen” on page 480.
4. Click **Accept** (Alt+A) to save the record.

5. Select **Exit** to close the Additional Names screen and return to the main Names screen.

TIP

If you have the necessary security clearance, you can access the Additional Name Information screen directly, without going through the Names screen. To do this, at the command line enter **`nmextra`**, and then press Enter. To access the command line from a screen, select the **Run** button.

Adding and Viewing Aliases

This section describes how to add and view alias records.

Adding alias names

To add an alias name, link the Name record for the person's alias to the Name record for the person's real (legal) name. You can link multiple aliases to the same real name.

If an alias is linked to the wrong real name, you modify the link to the correct name.

To link an alias and a real name:

1. Open the alias Name record that will be linked. If the record does not exist, then add it.

> **NOTE**
>
> If the alias consists of one word, use the **Last** field. If it consists of multiple words, use the **Last**, **Fst**, and **Mid** fields. Add other information for the alias *only* if you agency allows it. To prevent users from entering information in alias Names record, instead of real Name records, some agencies do not allow more than the alias name.

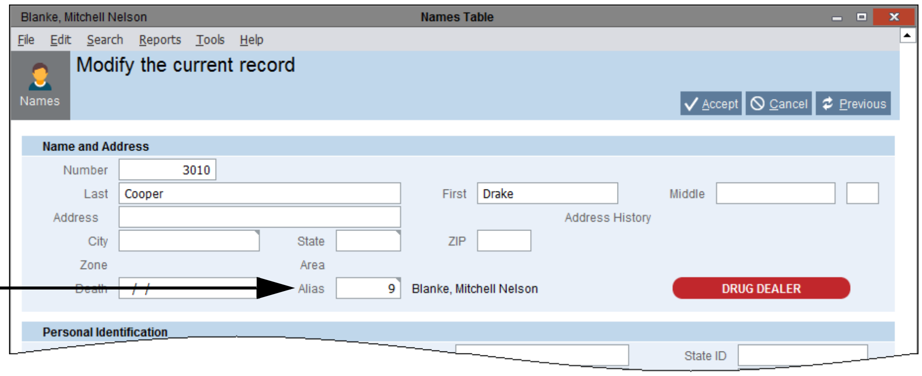
2. Click **Mod**.
3. In the **Alias** field, click the Lookup button (Ctrl+E).

   If the alias is not yet linked to another name, an empty Names screen opens. If the alias is linked to another name, that real Name record appears.
4. Click **Srch** and search for the name that you want to use as the real name for the alias. If the record does not exist, add it.
5. With the real Name record open, click the **Use** button.

   The software closes the real Name record and returns to the alias Name record.

The Name Number of the real Name record is imported to the **Alias** field, with the person's real name immediately following the field.

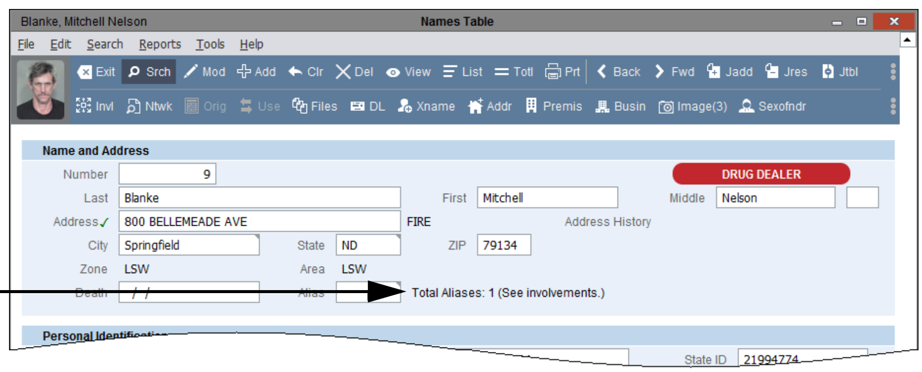
Alias field



6. Click **Accept** (Alt+A) to save the record.

   If you open the real Name record, you can see the number of aliases associated with the Name record.

Alias information

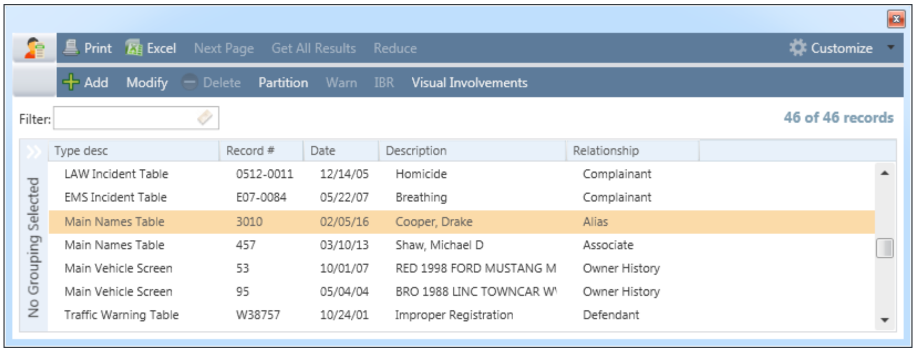


Viewing alias records

To view the aliases associated with a real Name record:

1. Open the Name record for which you want to view aliases. The **Alias** field indicates the number of aliases that exist for this Name record.
2. Click the **Invl** button.

The Involvements screen opens with all involvements.



3. Do one of the following:
   – Double-click the desired record in the list.
   – Highlight the record in the list by pressing the Up Arrow or Down Arrow key, and then click the **View** button.

   The Name record for the alias opens.

4. To return to the original Name record, click the **Close** button.

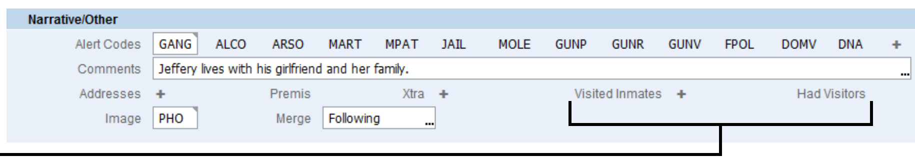
Viewing Name-Related Information

The following name-related information can be viewed from a Name record:

- Jail visitation information (only if your agency uses the Jail Management module)
- Alerts (and warnings, depending on how your SAA sets up your software)
- Name merge comments (only if the Name record is merged with another Name record)

Viewing jail visitation information

If your agency uses the Jail Management module, the **Visited Inmates** and **Had Visitors** fields on a person's Name record indicate whether the person visited and/or received visitors in jail. A plus sign (+) indicates that the field contains information.

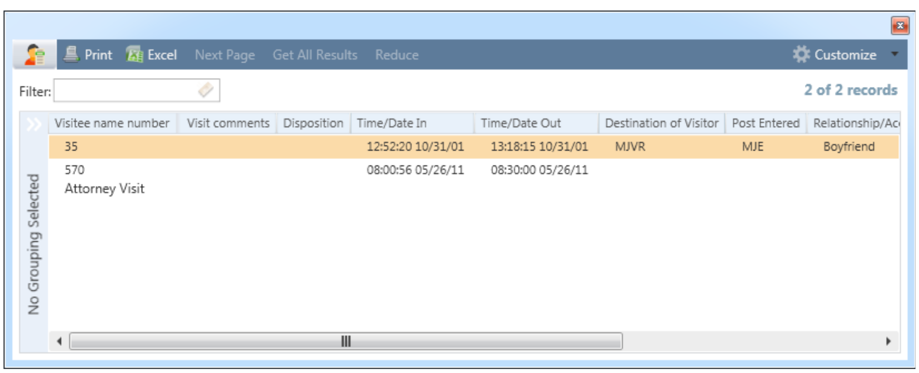


Jail visitation fields

To view jail visitation information:

1. Select the **View** button to number the fields on the Names screen and open the Field to View dialog box.
2. Enter the number for the **Visited Inmates** or **Had Visitors** field.

   The list screen opens.



The following information is listed about each visit:

  - The Name Number of the other person involved in the visit (the visitee or visitor)
  - The time and date the visitor signed into the jail
  - The time and date the visitor signed out of the jail
  - The visitor’s destination
  - The security post at which the visitor signed in and out
  - The relationship between visitor and visitee as defined in the Visitor Log record in the Jail module

3. Click the **Close** button to exit the screen.

Viewing alerts and warnings in name lists

After you search the database and click the **List** button, the list screen opens with Name records that match your search criteria. In addition to each person’s Name Number, name, birth date, street address, and city and state of residence, the list indicates whether alerts exist for each name.

Depending on how your SAA sets up the software, alerts display in one of the following fields on the list:

- **Alert** field
- **Al** field

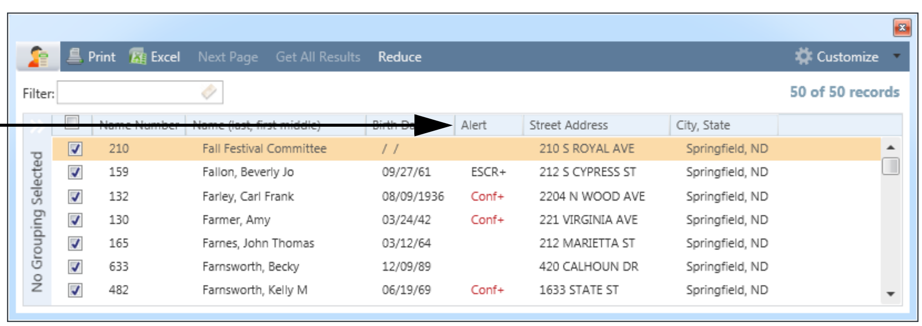
Viewing the Alert field

The **Alert** field displays the first four letters of the highest-ranking warning—or if no warning exists, the highest-ranking alert—associated with each name.

If a name has multiple warnings or alerts, the **Alert** field displays a plus sign (+). To see the additional warnings and alerts, open the Name record.

Warnings appear in red text to distinguish them from alerts.

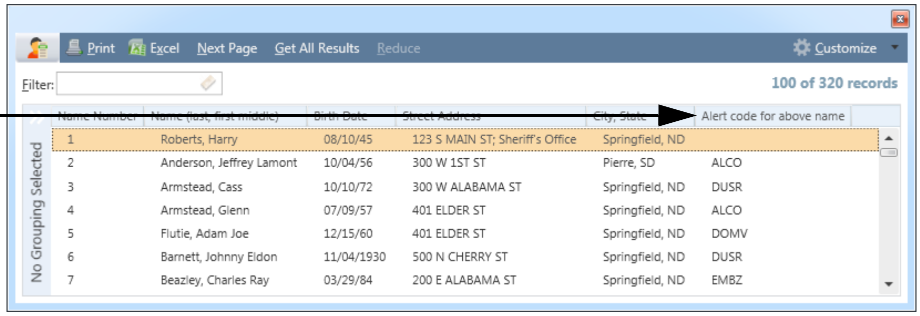
Allert field



> **NOTE**
>
> The software displays warning or alert messages only for the Name records shown in the list. It does not display warning or alert messages for alias records linked to the Name records.

Viewing the AI field

If the **AI** field is set up to display on the name list screen, it follows the **State** field. The **AI** field contains the first four letters of the highest-ranking alert associated with each name, but does not display warnings or indicate the existence of multiple alerts.



Viewing name merge comments

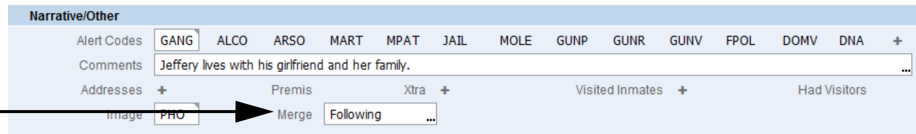
Your SAA can run the Name Audit and Merge program to find duplicate names and merge the information from two Name records into one Name record. Your SAA can set up the software to store the merge comments from the duplicate Name record in one of the following locations:

- The Name Merge Comments table, a detail of the Names screen
- The **Comments** field on the Names screen

> **NOTE**
>
> If you merge two Name records using the Name Audit and Merge program (`namemerg`), and each Name record has a `nmmerg` entry, then the `nmmerg` entry from the deleted Name record is added to the `nmmerg` entry of the retained record.

Viewing the Merge field

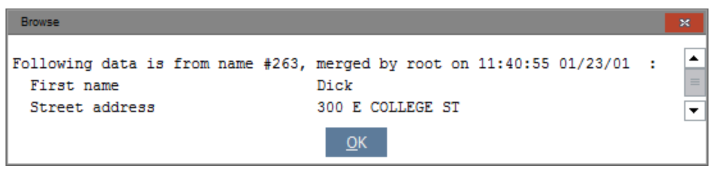
If your SAA set up your software to store name merge comments in the Name Merge Comments table, the first 10 characters of the comment appear in the **Merge** field on the Names screen.



To view the merge comments from the **Merge** field, do one of the following:

- Right-click the **Merge** field, and the select **View**.
- From the toolbar, click the **View** button to number the fields on the screen. Enter the number of the **Merge** field, and then click **OK**.

A view window opens with the name merge comments.



To return to the Names screen, click **OK** or press Enter.

> **TIP**
>
> If you have the necessary privileges, you can access the Name Merge Comments table directly, without going through the Names screen. To do this, at the command line, enter **`nmmerg`**.

Viewing the Comments field

If your SAA has set up your software to store name merge comments in the **Comments** field, these comments appear below the existing comments in that field.

To view the merge comments from the **Comments** field, do one of the following:

- Right-click the **Comments** field, and then select **View**. A view window opens with the name merge comments.
- From the toolbar, click the **View** button to number the fields on the screen. Enter the number of the **Comments** field, and then click **OK**. A view window opens with the name merge comments
- With the screen in Add or Modify mode, place the cursor in the **Comments** field and click the Lookup button (Ctrl+E). The text editor opens with the name merge comments.

Working with Premises Information

If your agency uses the Premises Information module, you can use the **Premis** button on the Names screen to add, modify, or view a Premises Information record associated with a Name record.

Adding or modifying premises information

To add or modify premises information for a Name record:

1. Open the Name record for which to add a Premises Information record. If the record does not exist, then add it.
2. Click the **Premis** button.

   The Premises Information screen opens.
3. Click **Add** or **Mod**.
4. Complete the fields. For field descriptions, see the *Premises Information User Manual*.
5. Click **Accept** (Alt+A) to save the record.
6. Click **Exit** to close the Premises Information screen and return to the Names screen.

Viewing or printing premises information

After you add a Premises Information record for a Name record, you can access that information by selecting the **Premis** button from that Name record. For information on printing, see “Printing Records and Running Reports” on page 387.

Using the Suspect Names Screen

The Suspect Names screen (`snames`) allows you to create a record for a suspect when you do not have enough information to add a normal Name record. For example, you do not know the person's last name.

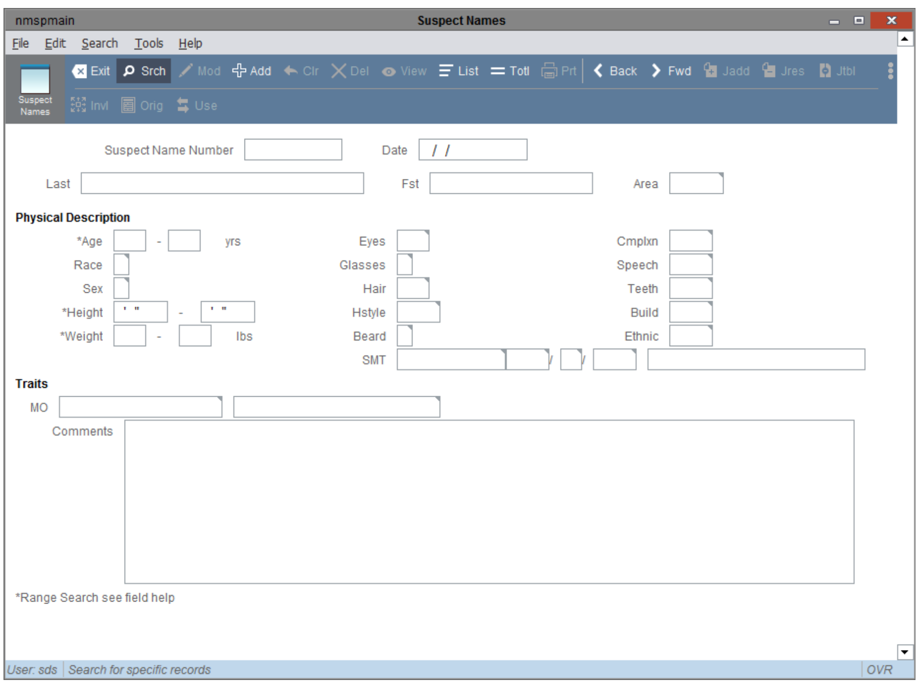
The Suspect Names screen does not contain required fields in which you *must* enter information. In addition, the screen allows you enter ranges for the person's age, height, and weight. For example, you can enter an age range of 20–25 years.

Adding a Suspect Name record

To add a Suspect Name record:

1. At the command line, enter **`snames`**.

   The Suspect Names screen opens.



2. Click **Add**. You do not need to search before adding a Suspect Name record.

   The software generates a record number and the current date.

3. Enter all information that you have about the suspect.

Most fields on the Suspect Names screen store the same information as similarly named fields on the Names screen. However, the Suspect Names screen does not contain any required fields.

The **Age**, **Height**, and **Weight** fields allow you enter ranges of values. For example, if you believe that the suspect's age is within the range 20–25 years, enter **`20`** and **`25`** in the **Age** field.

4. Click **Accept** (Alt+A) to save the record.

Searching the Suspect Names table

Just as you can specify age, height, and weight ranges when adding records in the Suspect Names table, you can also specify these ranges when searching the Suspect Names table.

For example, if you enter **`20`** and **`25`** in the **Age** field when searching, the software finds all suspects whose age ranges encompass at least one value within the range 20–25. As a result, the search might yield suspects that have age ranges of 18–22 or 25–30.

Maintaining the Suspect Names table

You cannot merge records from the Suspect Names table to the Names table. It is your SAA's responsibility to maintain the Suspect Names table by deleting records that are no longer needed by your agency.

Chapter 6

Adding Vehicle Records

Jump to topic:

Overview

The Vehicle table stores most information about vehicles. Depending on your agency's policy, a record might need to be added for each vehicle in the jurisdiction, or only when specific vehicles become involved in some aspect of public safety.

Vehicle records can be added directly to the Vehicle table, as described in this chapter, or indirectly through the Traffic Information and Law Enforcement Records Management modules. For information on those modules, and their method of adding Vehicle record, see the module manuals.

While adding a Vehicle record, local and UCR status codes can be entered to explain the reason for the record. The software references the Vehicle table to produce the Uniform Crime Reports for stolen and recovered vehicles.

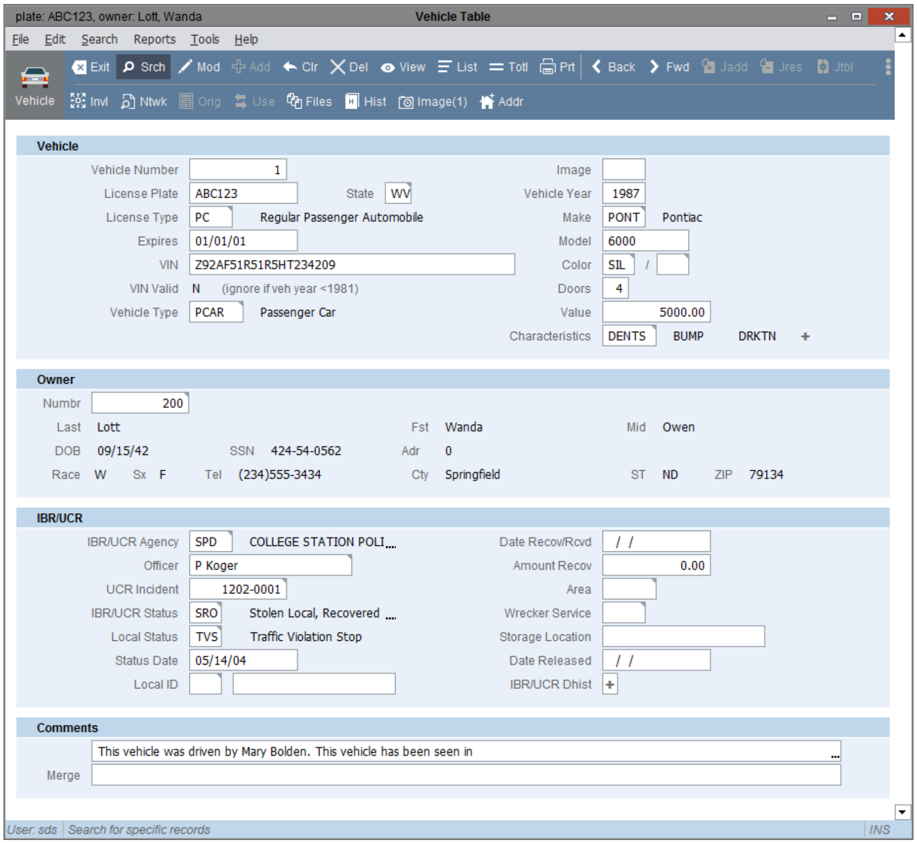
If your agency does not have the Vehicle Impound module, then the Vehicle table can be used to add records for impounded vehicles.

For more information, see the following sections:

- "Using the Vehicle Screen" on page 211
- "Adding a Vehicle Record" on page 213
- "Adding Records for Impounded Vehicles" on page 218
- "Using the Suspect Vehicle Screen" on page 219
- "Using the Vehicle Merge feature" on page 221

Using the Vehicle Screen

The Vehicle screen looks like the following example



Use the Vehicle screen to view the following information:

- **Identity information.** Identity information includes the vehicle's VIN, plate number, year, make, model, color, and other defining characteristics.
- **Owner information.** The record number of a Name record can be used to indicate the owner of the vehicle.
- **Incident information.** Incident information includes the Incident Number, status codes, status date, the date the vehicle was recovered or received, and other incident data.
- **Linked records.** Links (called involvements) can be created between Vehicle records and other types of records. For example, a link can be

created between a Vehicle record and the Name record for the owner of the vehicle.

In addition, from a Vehicle record, the Involvements screen can be opened to view and access all records linked to the Vehicle record. For example, if a Law Incident record is added that indicates that the vehicle was used in a burglary, then the Involvements screen lists the Law Incident record for the burglary.

Vehicle information can also be accessed from any of the involved records. For example, from the Involvements screen of a Law Incident record.

Adding a Vehicle Record

Before adding a Vehicle record, the Vehicle table must be searched to make sure a record for that vehicle does not already exist in the database. When searching, use the following guidelines to find the correct vehicle and avoid creating duplicate records:

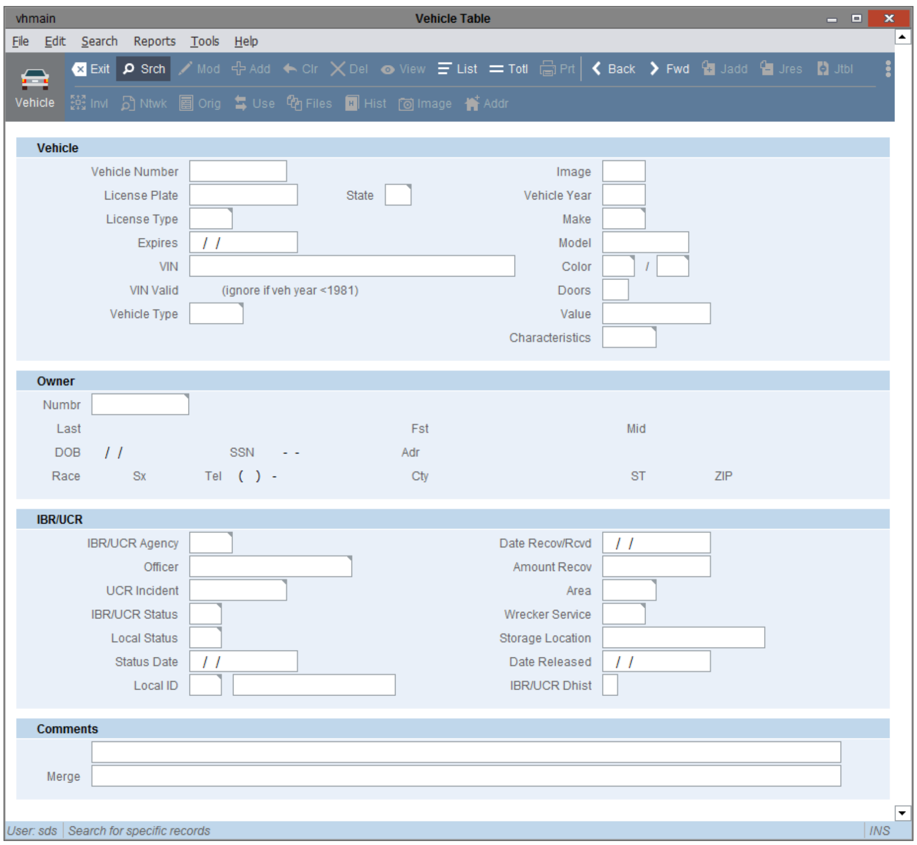
- Search on only a few fields to avoid restricting the search.
- Search on those fields that are most useful for identification, such as the VIN or the make, not the value or the status.
- Use wildcard characters. See "Using Wildcard Characters" on page 317.

For more information on searching features, see "Searching for Records" on page 295.

To add a Vehicle record:

1. Open the Vehicle screen. See "Opening a screen" on page 94.

   The Vehicle screen opens to a blank record.



2. Enter your search criteria, and then click **Srch**.

   If a record does not exist for the vehicle, then the screen is placed in Add mode and displays a blank record.

3. Complete the fields for the vehicle. For field descriptions, see “Fields on the Vehicle screen” on page 482.

   For additional information, see the following:

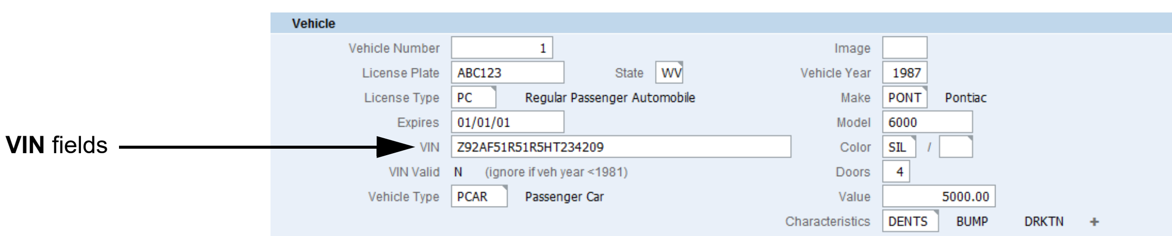
– “Entering a VIN” on page 214
– “Entering Owner Information” on page 215
– “Entering Law Incident information” on page 216
– “Adding Records for Impounded Vehicles” on page 218

4. Click **Accept** (Alt+A) to save the record.

Entering a VIN

If the vehicle year precedes 1981, *do not enter a value in the VIN field*. The software checks the VIN against standards that were established in 1981.

If the vehicle year is 1981 or later, enter a VIN. The software uses a check-digit calculation that is required by Federal Motor Vehicle Safety rules, which verifies that the value entered is legitimate. This calculation does not guarantee that the VIN is genuine or that it is the correct VIN for this vehicle.



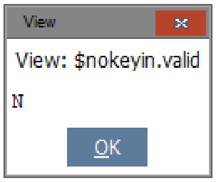
To enter a VIN:

1. With the Vehicle record open, move the cursor to the **VIN** field.
2. Enter the VIN, and then press Tab to move the cursor to next field.

   The VIN calculation is performed, and the **VIN Valid** field indicates whether the number is valid.

3. To view the result of the calculation, right-click the **VIN Valid** field and select **View** from the shortcut menu.

A dialog box opens with the information.



4. Click **OK** or press Enter.
5. Depending on whether the VIN is valid, do one of the following:
   - If valid (Y), continue to step 6.
   - If invalid (N), enter the correct VIN. If the correct VIN is unknown, then either leave the field blank or enter a question mark.
6. Complete the Vehicle record as needed.
7. Click **Accept** (Alt+A) to save your changes.

Entering Owner Information

To enter owner information in a Vehicle record, create an involvement between the Vehicle record and the Name record of the owner. For information about involvements, see "Working with Involvements" on page 365.

Numbr field

To enter owner information:

1. Open the Vehicle record.
2. In the **Owner** area, in the **Numbr** field, click the Lookup button (Ctrl+E).

   The Names screen opens.
3. Search for the Name record of the owner.
4. When the Name record open, click **Use**.

   Information is imported to the **Owner** area.
5. Complete the Vehicle record as needed.

6. Click **Accept** (Alt+A) to save your changes.

Entering Law Incident information

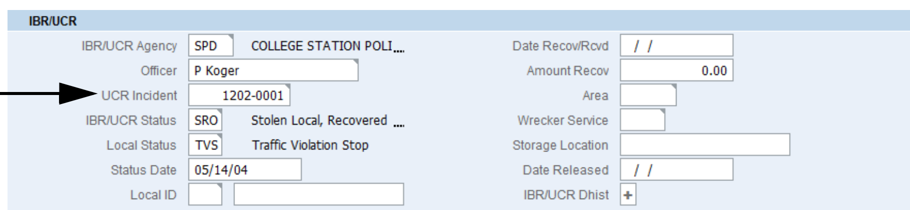
If a vehicle is associated with a law incident, then the Incident Number can be entered in the **Incident** field of the Vehicle record.

> **NOTE**
>
> If your SAA has specified `vhmain` in the `relinci` application parameter, then entering the Incident Number in the **Incident** field creates an involvement between the Vehicle record and the Law Incident record. A Law Incident (LW) involvement does not need to be added on the Involvements screen of the Vehicle record. For more information about involvements, see "Working with Involvements" on page 365.

To enter Law Incident information:

1. Open the Vehicle record.
2. In the **IBR/UCR** area, in the **UCR Incident** field, click the Lookup button (Ctrl+E).

Incident field



The Law Incident screen opens.

3. Search for the incident record of the owner.
4. When the incident record open, click **Use**.

   Information is imported to the **IBR/UCR** area.
5. Complete the Vehicle record as needed.
6. Click **Accept** (Alt+A) to save your changes.

> **NOTE**
>
> UCR reports use the Incident Number to extract information from the Vehicle History table. If multiple Vehicle History records contain the same Incident Number, UCR uses the most recent Vehicle History record.

Adding involvements

For some Vehicle records, involvements might need to be added, such as:

- Name involvements for anyone who is involved with the vehicle but is not the owner, such as the primary driver.
- Property involvements for property associated with the vehicle.

Involvements are added in the Involvements screen. For information about adding involvements, see "Working with Involvements" on page 365.

Adding Records for Impounded Vehicles

If your agency does not have the Vehicle Impound module, records can still be added for impounded vehicles using the following fields on the Vehicle screen:

- **Storage Location**: Enter an agency-defined code for impounded vehicles.
- **Date Recov/Rcvd**: Enter the date the vehicle was impounded.
- **Comments**: Enter any comments about the impounded vehicle. The case number must be entered at the beginning of the field.

To view information about impounded vehicles, run the Vehicle Impound Forfeiture report (`rpvhforf`). For information about running reports, see "Running Reports" on page 400.

The Vehicle Impound Forfeiture report includes the following information for each vehicle, sorted by agency and storage location (impound code):

- License number and state
- Vehicle year
- Make and model
- Owner
- Responsible officer
- Date of impound
- Case number

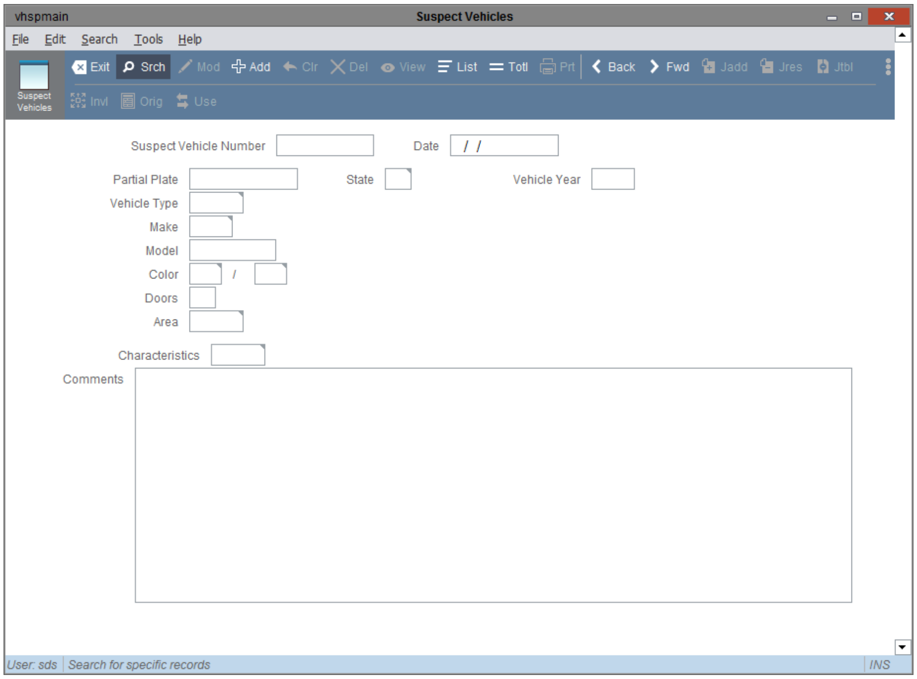
Using the Suspect Vehicle Screen

The Suspect Vehicle screen (svehicle) is used to create a record for a vehicle suspected in a crime when not enough information is available to add a normal Vehicle record. The Suspect Vehicle screen does not contain required fields.

To add a Suspect Vehicle record:

1. At the command line, enter **`svehicle`**.

   The Suspect Vehicle screen opens.



2. Click **Add**. Searching before adding a record is not required.

   A record number is assigned, and the current date is populated.

3. Complete the fields for the suspect vehicle. Most fields are the same as the fields on the Vehicles screen. However, all are optional. See "Fields on the Vehicle screen" on page 482.

4. Click **Accept** (Alt+A) to save the record.

Maintaining the Suspect Vehicle table

Records from the Suspect Vehicle table cannot be merged to the Vehicle table. It is your SAA's responsibility to maintain the Suspect Vehicle table by deleting records that are no longer needed by your agency.

Using the Vehicle Merge feature

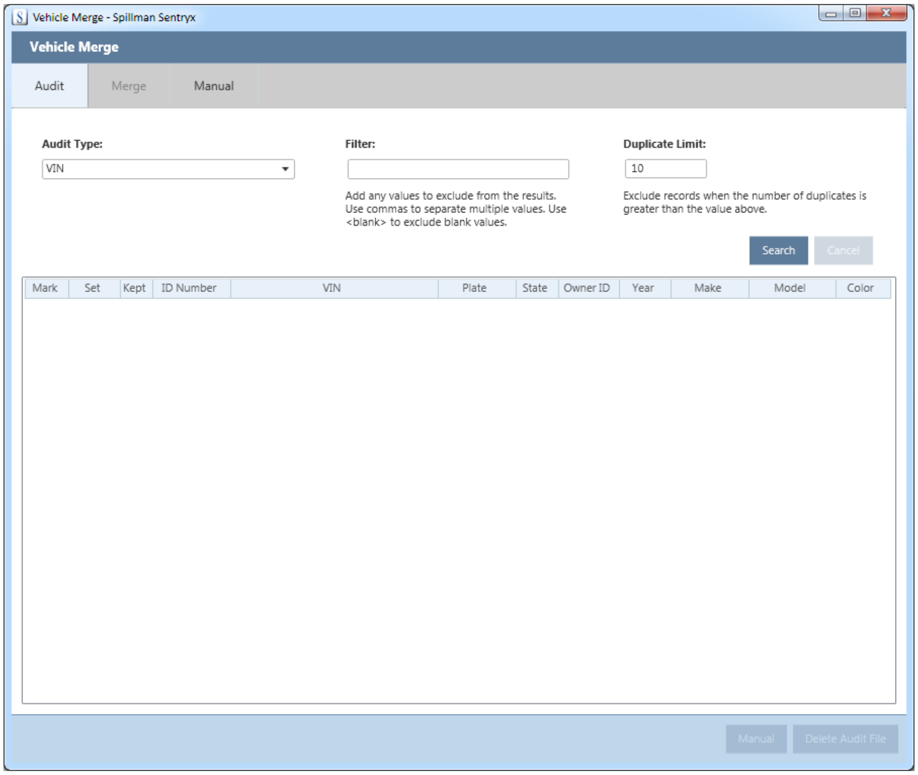
The Vehicle Merge feature is used to easily find, review, and merge duplicate Vehicle records. To use the Vehicle Merge feature, see the following:

- "Using the Vehicle Merge screen" on page 221
- "Auditing Vehicle records" on page 222
- "Merging Vehicle records" on page 225
- "Understanding how data is merged" on page 235
- "Viewing merged data" on page 236
- "Adding comments to merged data" on page 236

Using the Vehicle Merge screen

The Vehicle Merge screen is used to audit the database for duplicate Vehicle records, and to merge duplicates.

To access the Vehicle Merge screen, at the command line, enter **`vehiclemerge`**.



The Vehicle Merge screen is comprised of the following tabs:

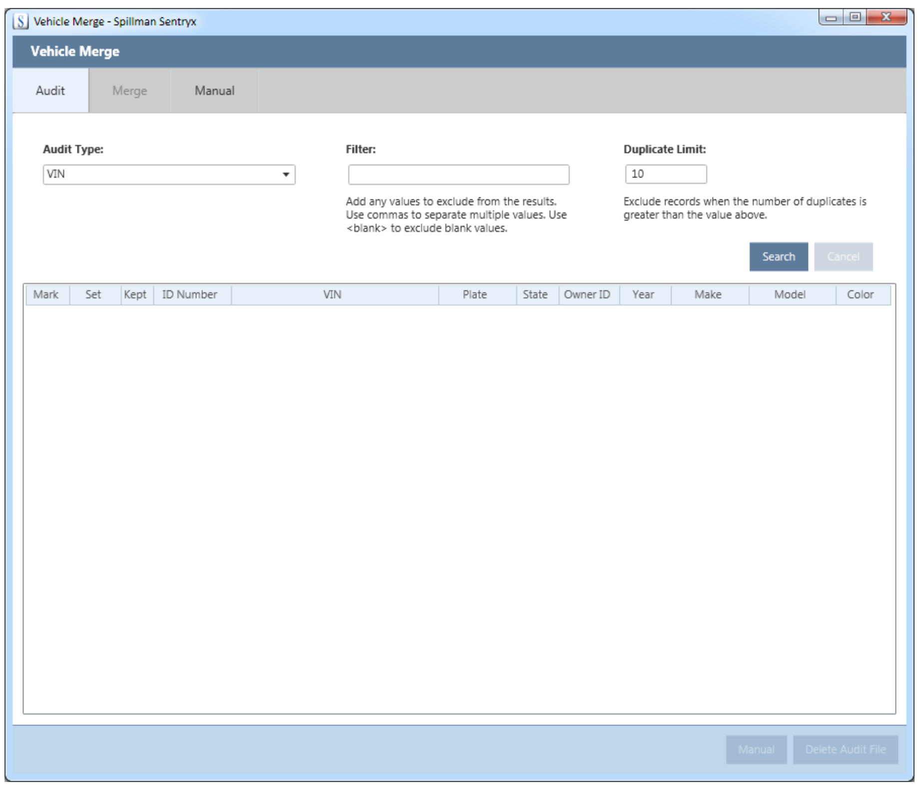
- **Audit.** Used to audit the database for duplicate records. See "Auditing Vehicle records" on page 222.
- **Merge.** Used to merge duplicate records according to the software's selection. See "Merging records by automatic selection" on page 226.
- **Manual.** Used to merge duplicate records according to personal selection. See "Merging records by manual selection" on page 230.

Auditing Vehicle records

Before merging Vehicle records, search the database for all duplicates by running a vehicle audit.

To run a vehicle audit:

1. From the Vehicle Merge screen, select the **Audit** tab,



2. In the **Audit Type** field, select the type of vehicle audit to run:
   – **VIN**: Searches for duplicates based on the Vehicle Identification Number (VIN).

- **Plate**: Searches for duplicates based on the license plate number.
- **Plate and State**: Searches for duplicates based on the combination of the license plate number and license plate state.
- **Plate and VIN**: Searches for duplicates based on the combination of the license plate number and VIN.
- **Owner ID**: Searches for duplicates based on the owner identification number.

3. In the **Filter** field, enter any values that should be excluded from the audit, separated by commas. The field is not case-sensitive.

   For example, if the value of `noplate` is used in a Vehicle record when the plate number is unknown, and this value should be excluded when running a plate-type audit, then enter **`noplate`**.

   To exclude empty string values, enter **`<blank>`**.

4. In the **Duplicate Limit** field, enter the maximum number of duplicates allowed for a record set to display on the screen. The default value is `10`.

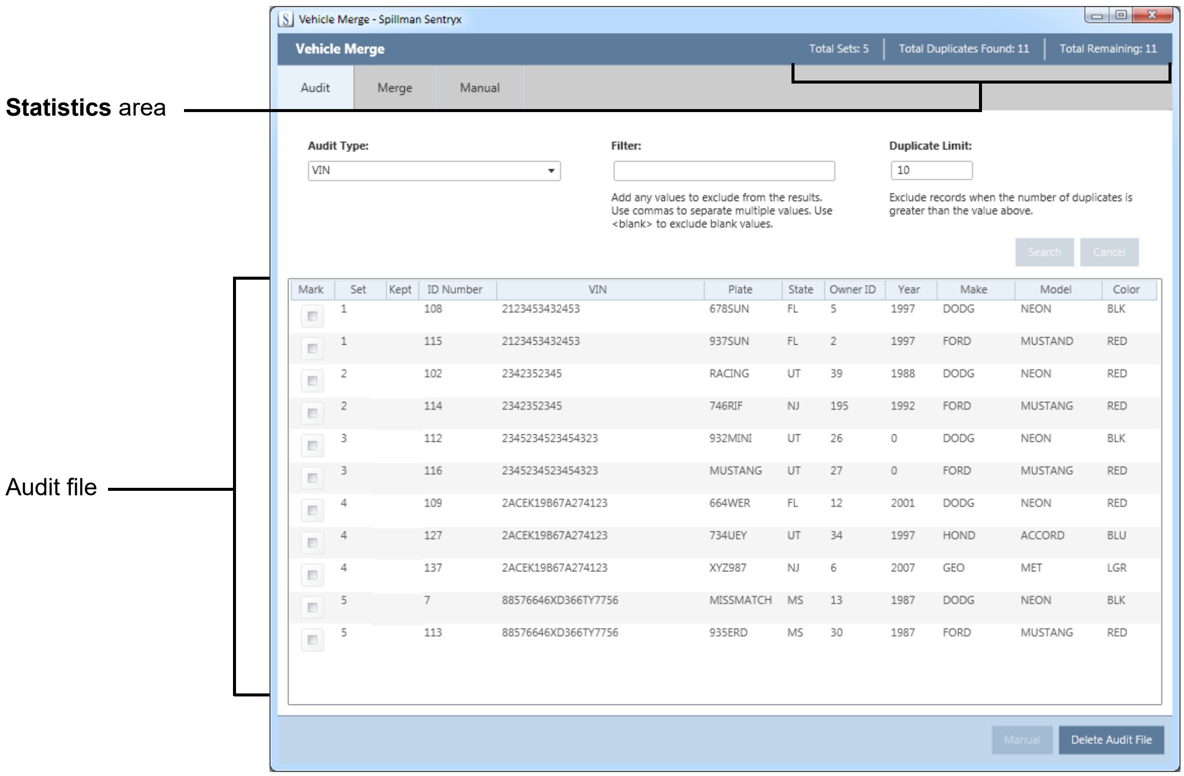
   For example, if the limit is set to `2`, and five duplicates for a record are found, then this set of duplicates would not be displayed on the screen because the number of comparisons within the set (which is four) exceeds the limit. However, if three duplicates were found instead, then this set would be displayed because the number of comparisons within the set (which is two) is equal to the limit.

5. Click **Search**.

NOTE

To cancel a search in progress, click the **Cancel** button.

The vehicle audit is run.



The **Statistics** area displays the total number of duplicates found and sets created, as well as the total number of duplicates remaining. As records are merged, the statistics are updated.

Duplicates that are found are listed in the Audit file. The Audit file displays basic information about each record, including the Vehicle Number, VIN, plate, state, owner ID, year, make, model, and color.

The **Set** column indicates which records are duplicates within the same set, as well as the order in which the software found the records. For example, if two records are found with the same VIN, and they were the first duplicates found during the search, then both records are listed within Set 1.

The **Mark** column is used to select records for manual merging. For more information, see "Merging records by manual selection" on page 230.

6. To sort results by column, click the desired column. Results can be sorted in ascending or descending order.

7. To rearrange columns, click the desired column, and then drag it to the new location. When a black line appears, release the column.

> **NOTE**
>
> After an audit is run, the **Search** and **Cancel** buttons are disabled until the current Audit file is deleted.

The Audit file remains on the Vehicle Merge screen until all duplicates have been evaluated, or a new audit is run. The **Merge** tab is enabled after an audit is performed and can be used to merge records.

As duplicates are reviewed and merged, they are grayed out in the Audit file and can no longer be reviewed or selected. Records that are retained during the merge display a check mark in the **Kept** column.

Deleting the current Audit file

If the Vehicle Merge screen or the software is closed and reopened, the current Audit file remains intact until it is deleted. To run a new or different audit of Vehicle records, the current Audit file must be deleted.

To delete the current Audit file:

1. From the **Audit** tab, click the **Delete Audit File** button.

   A confirmation dialog box opens.

2. Click **Yes**.

   The Audit file is deleted, and the **Delete Audit File** button and the **Merge** tab is disabled until a new audit is run.

Merging Vehicle records

Duplicates can be reviewed and merged by the automatic selection of the software, or as desired by manual selection. The following sections describe each method:

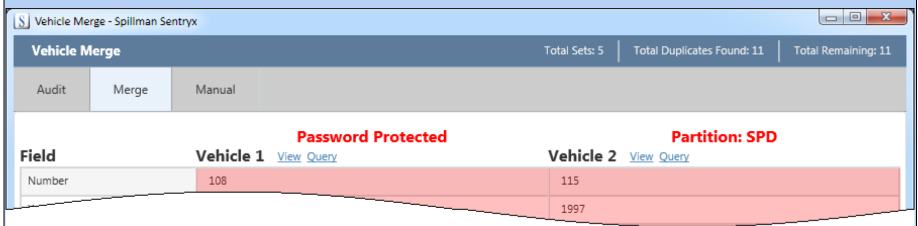
- "Merging records by automatic selection" on page 226

- "Merging records by manual selection" on page 230

NOTE

If a Vehicle record is password protected, then it is highlighted, with the protected status displayed above the record.

If a Vehicle record is non-agency partitioned (customized partitioned), then it is highlighted, with the name of the partition displayed above the record.



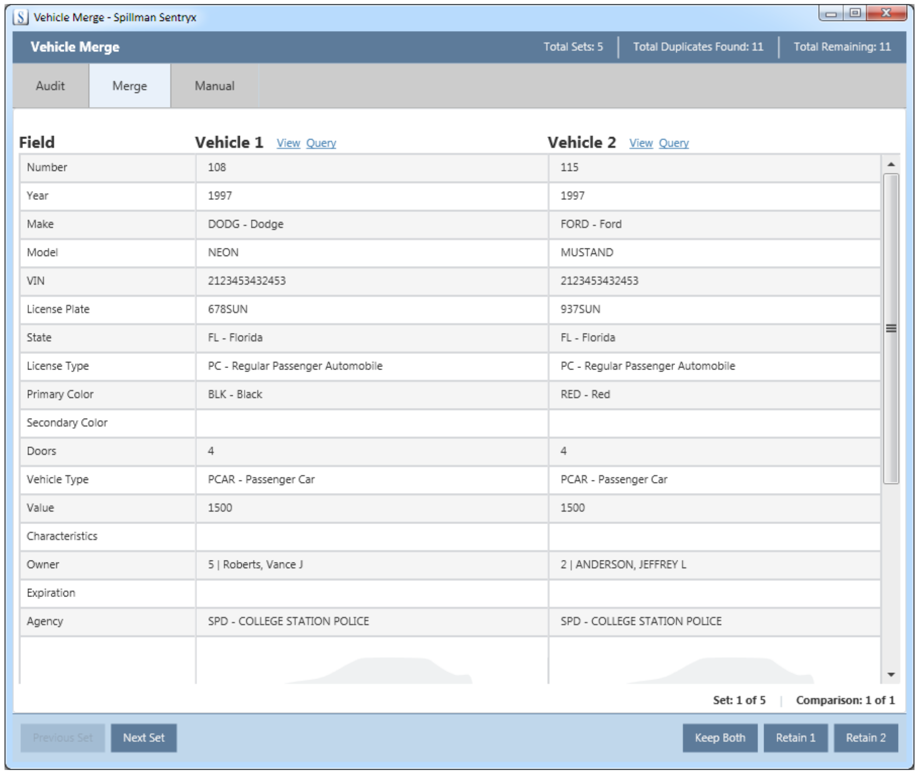
Although partitioned records can be merged, duplicate records might exist for the purpose of keeping a separate copy for partitioned agencies. Follow your agency's guidelines for merging partitioned records.

Merging records by automatic selection

To merge records by automatic selection:

1. Run a vehicle audit. See "Auditing Vehicle records" on page 222.

2. Select the **Merge** tab.



The first two records within the first set of the Audit file are displayed side by side for comparison.

At the bottom of the screen, the current set and the total number of sets found is displayed, as well as the current comparison and the total number of comparisons.

3. To view the Vehicle record for a duplicate, click the **View** link for that record.
4. To query StateLink for more information about a duplicate, click the **Query** link for that record. Mobile must be open to use this link.
5. Evaluate the records, and then do one of the following:
   – To retain merged data under the first Vehicle record, click **Retain 1**, and then continue to step 6.
   – To retain merged data under the second Vehicle record, click **Retain 2**, and then continue to step 6.
   – To keep both records without merging data, click **Keep Both**.

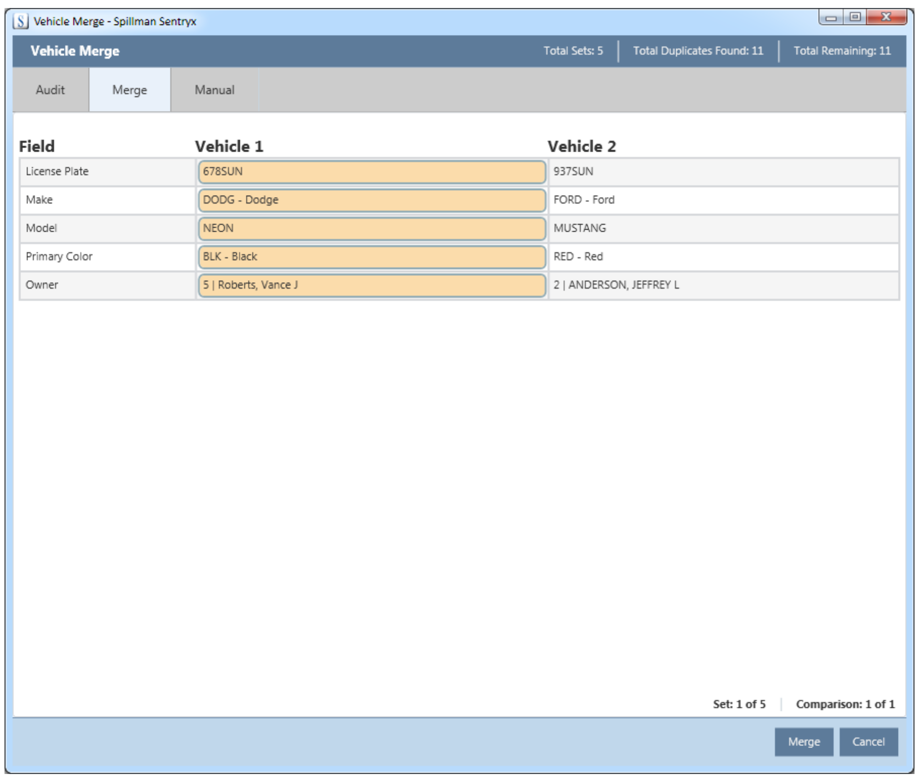
Both records are kept for comparison against the remaining duplicates in the set until all possible evaluations for the record are complete. Once evaluated, the records are grayed out in the Audit file.

Any kept records are marked as real, and do not display again unless further duplicates with matching data are found in a future audit run. In which case, the kept records are listed in the Audit file for comparison against the new duplicates. However, the kept records are not compared against each other again.

– To skip this set of records and move to the next set, click **Next Set**. To navigate back to a previous set, click **Previous Set**.

If skipped records are not merged and the Audit file is deleted, then they are included again in a future audit.

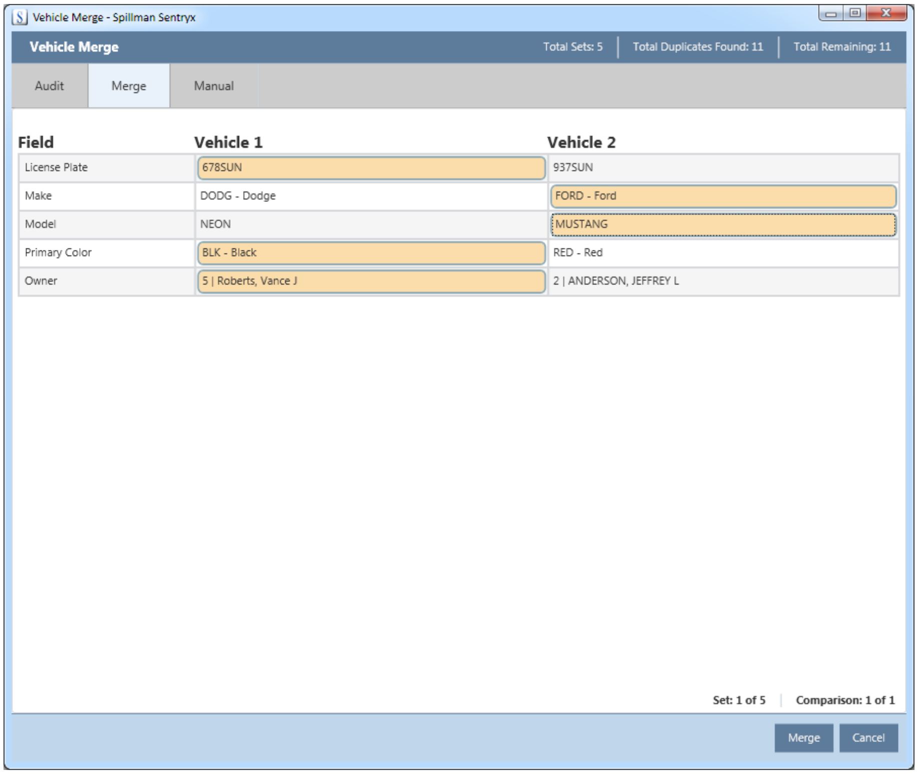
The screen displays all conflicting data between the two records.



By default, all data in the selected retained record is highlighted.

6. From the two records, select the data that will be retained when merged. Selected data becomes highlighted.

For example, if most of the data in Vehicle 1 is correct, but the Make and Model from Vehicle 2 should be kept, then select those fields.



7. Click **Merge**.

> **NOTE**
>
> To cancel the merge and return to the comparison set, click **Cancel**.

The following occurs:

– The two records are merged, and the selected data is saved under the retained Vehicle record. For more information, see "Understanding how data is merged" on page 235.

– The software moves to the next comparison of records in the set, if it exists. Once a set is complete, the software moves to the next set for comparison until all records and sets have been reviewed.

– As duplicates are evaluated, they are grayed out in the Audit file and cannot be reviewed or selected. Records that are retained during the merge display a check mark in the **Kept** column.

- The **Merge** field for the retained Vehicle record is populated with information about the merged data.
- Any related Vehicle History records are merged under the retained Vehicle History record, in which the **Merged Number** field is populated with the Vehicle Number from the merged record.
- Any merged record is removed from the database.

8. Repeat steps 5–7 for all records that need to be merged.

> **NOTE**
>
> When enabled, tabs can be switched between to review information at any given time during the process. For example, it may be helpful to switch to the **Audit** tab periodically to see which duplicates have already been evaluated in the Audit file.

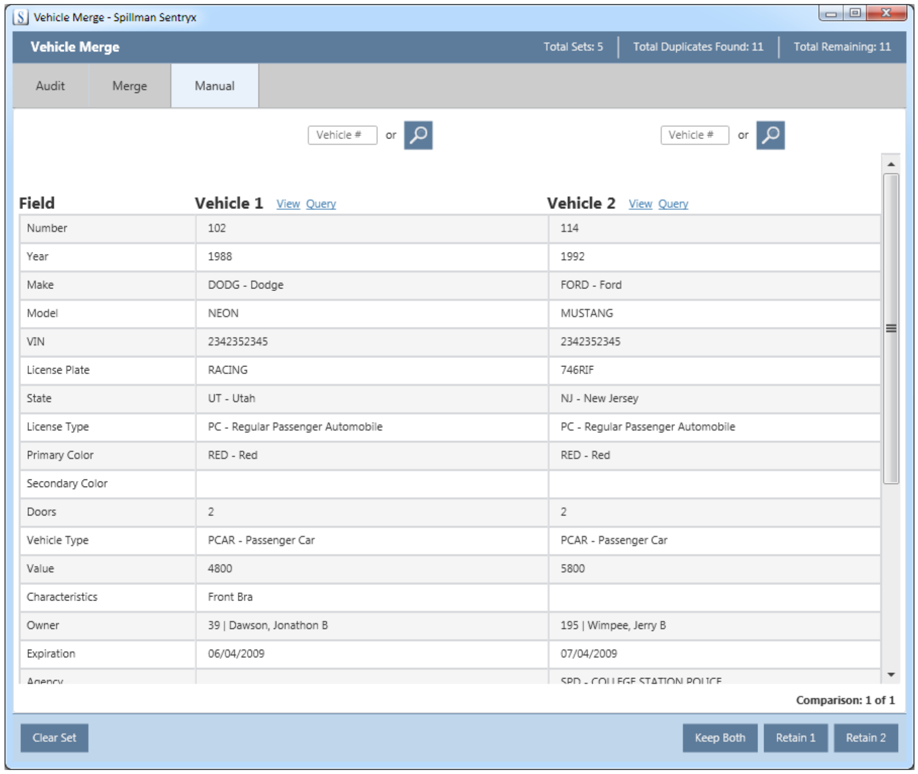
Merging records by manual selection

To merge records by manual selection:

1. Do one of the following:
   - From the Audit file, in the **Mark** column, select the check boxes for the duplicate records to merge, and then click the **Manual** button.
   - Select the **Manual** tab, and then search for the duplicate records to merge. For more information, see "Searching for records to manually merge" on page 234.

> **NOTE**
>
> If desired, the first record for comparison can be selected from the Audit file, and then the second record can be searched for from the **Manual** tab.

The **Manual** tab opens.



The selected records are displayed side by side for comparison.

At the bottom of the screen, the current comparison and the total number of comparisons to view is displayed.

2. To view the Vehicle record for a duplicate, click the **View** link for that record.
3. To query StateLink for more information about a duplicate, click the **Query** link for that record. Mobile must be open to use this link.
4. Evaluate the records, and then do one of the following:
   - To retain merged data under the first Vehicle record, click **Retain 1**, and then continue to step 5.
   - To retain merged data under the second Vehicle record, click **Retain 2**, and then continue to step 5.
   - To keep both records without merging data, click **Keep Both**.

     Both records are kept for comparison against the remaining duplicates in the set until all possible evaluations for the record are

complete. Once evaluated, the records are grayed out in the Audit file.

Any kept records are marked as real, and do not display again unless further duplicates with matching data are found in a future audit run. In which case, the kept records are listed in the Audit file for comparison against the new duplicates. However, the kept records are not compared against each other again.

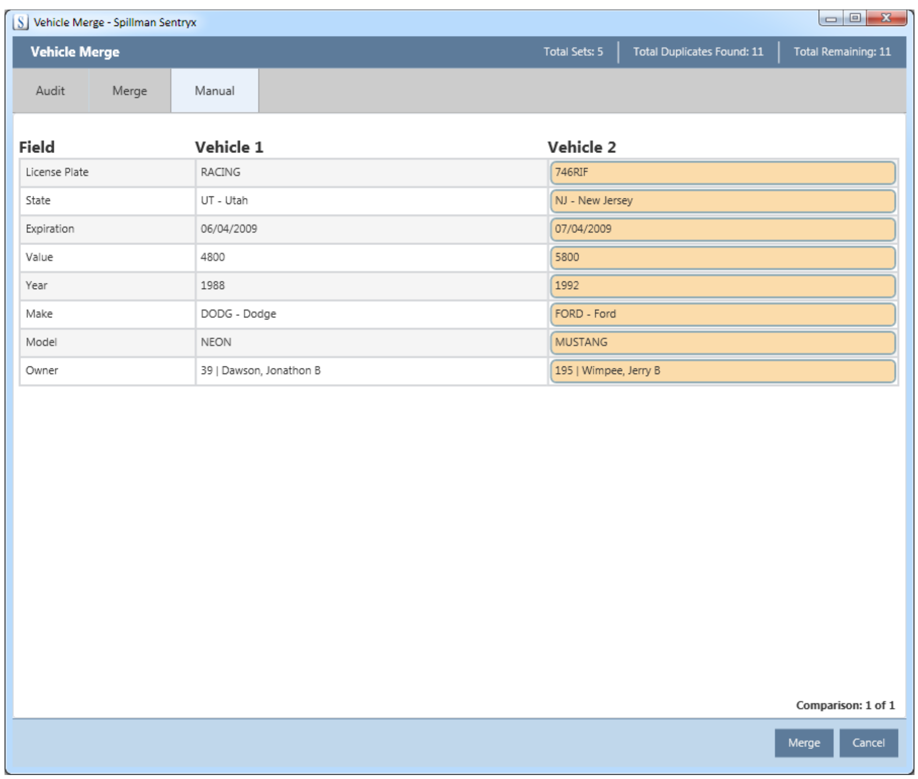
– To clear the comparison set, click **Clear Set**.

  Clearing the set cancels the comparison process, and does not affect the records in the Audit file. After clearing the set, do one of the following:

  – To create a new comparison set from the current Audit file, select the **Audit** tab, and then repeat steps 2–4.

  – To search for duplicate records to merge, see "Searching for records to manually merge" on page 234.

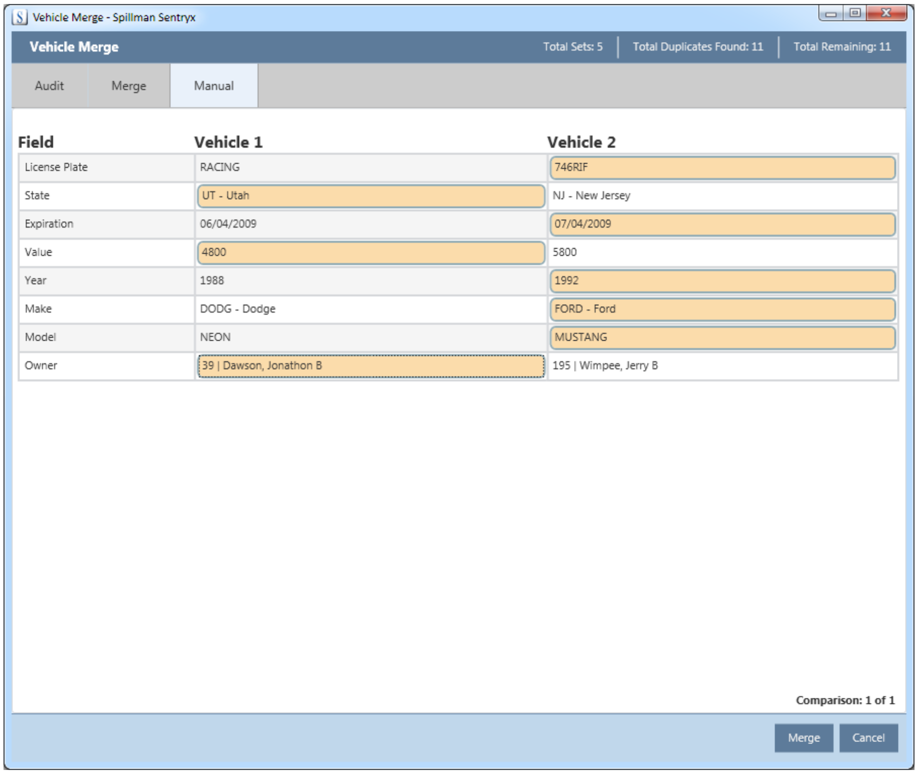
The screen displays all conflicting data between the two records.



By default, all data in the selected retained record is highlighted.

5. From the two records, select the data that will be retained when merged. Selected data becomes highlighted.

   For example, if most of the data for Vehicle 2 is correct, but the State, Value, and Owner for Vehicle 1 should be kept, then select those fields.



6. Click **Merge**.

> **NOTE**
>
> To cancel the merge and return to the comparison set, click **Cancel**.

The following occurs:

– The two records are merged, and the selected data is saved under the retained record. For more information, see “Understanding how data is merged” on page 235.

– As duplicates are evaluated, they are grayed out in the Audit file and cannot be reviewed or selected. Records that are retained during the merge display a check mark in the **Kept** column.

- The **Merge** field for the retained Vehicle record is populated with information about the merged data.
- Any related Vehicle History records are merged under the retained Vehicle History record, in which the **Merged Number** field is populated with the Vehicle Number from the merged record.
- Any merged record is removed from the database.

7. To return to the Audit file, select the **Audit** tab.

> **NOTE**
>
> When enabled, tabs can be switched between to review information at any given time during the process. For example, it may be helpful to switch to the **Audit** tab periodically to see which duplicates have already been evaluated in the Audit file.

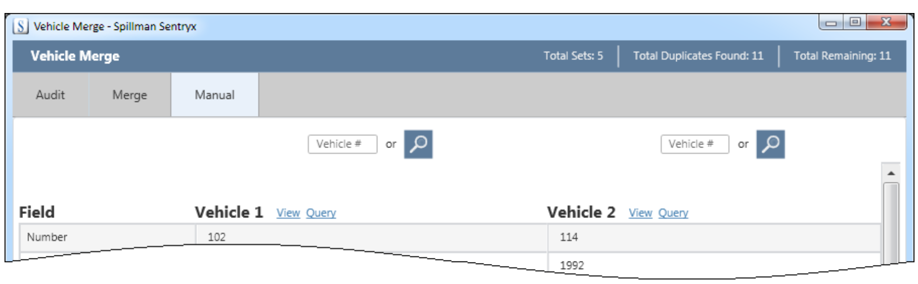
Searching for records to manually merge

To search for duplicate records to manually merge:

1. From the **Manual** tab, do one of the following for both Vehicle 1 and Vehicle 2:
   - In the **Vehicle #** field, enter the Vehicle Number for the desired Vehicle record, and then press Enter. If the record is found, then data is imported to the screen.

> **NOTE**
>
> If data is entered into the **Vehicle #** field and focus is lost from the field (such as clicking another part of the screen), then the search is automatically performed.

   - Click the **Search** icon to open the Vehicle screen. Locate the desired Vehicle record, and then click **Use** to import the data to the Vehicle Merge screen.



If the Vehicle record cannot be found, or is already in the set, then a message displays under the search field, stating the error.

2. If a Vehicle record is selected by mistake, then the whole set must be cleared to create a new comparison. Click **Clear Set** to clear the screen, and then search again.

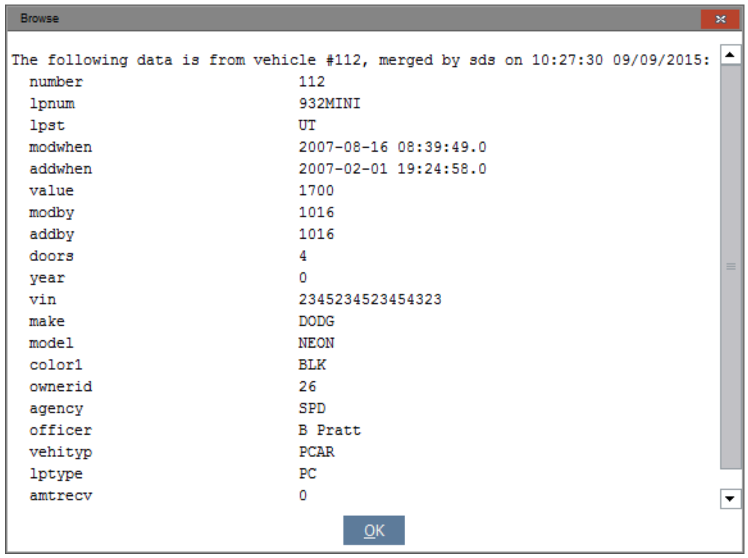
Understanding how data is merged

When duplicate Vehicle records are merged, the following occurs:

- Any associated images and file attachments from the merged record are kept in the retained record. To remove an image or file attachment after merging, edit the retained record.
- A comparison is made between the merged record and retained record for the following tables. Any non-duplicate entries are saved to the retained record:
  - Vehicle Additional Locations (`vhaddr`)
  - Image Codes (`vhdtimg`)
  - Additional Addresses Detail (`vhdtvfre`)
  - Vehicle Characteristics (`vhmchar`)
  - Local ID (`vhlocal`)
- In the Vehicle Additional Locations table (`vhaddr`), if an entry does not exist for the retained record, then data from the merged record is saved to a new `vhaddr` record for the retained record. If an entry does exist for the retained record, then the merged `vhaddr` record is saved as a frequent location to the `vhdtvfre` table of the retained record.
- In the Vehicle Description Information table (`vhmdesc`) and Vehicle Merge Information table (`vhmerge`), any entries for the merged record are appended to the **Comments** area for the retained record.
- All tables that reference the merged Vehicle Number are updated to the retained Vehicle Number.
- All involvements from the merged record are saved to the retained record.
- Workflow for the merged record is saved to the retained record, if the retained record has no workflow. If the retained record has workflow, then workflow for the merged record is deleted.

Viewing merged data

To view merged data, in the retained Vehicle record, click **View** and then enter the number for the **Merge** field. A window opens with data from the merged Vehicle record.



Click **OK** to close the window.

Adding comments to merged data

To add comments to the merged data:

1. In the retained Vehicle record, click the **Merge** field.

   The text editor opens and the record is placed in Modify mode.
2. Scroll to the bottom of the data, and then enter your comments on a new line.
3. Click **Accept** to close the text editor.
4. Click **Accept** again to save the Vehicle record.

> **NOTE**
>
> Do not modify the contents of the merged data. To cancel adding comments at any time, click **Cancel** in the text editor and from the Vehicle record.

Chapter 7

Adding Property Records

Jump to topic:

Overview

The Property table stores most information about property items. You can use the Property table for all kinds of property, such as stolen property, found property, items of evidence, and inventory items.

The software references the Property table to produce the Uniform Crime Reports for stolen and recovered property.

You can access several types of information from the Property screen:

- **"Identifying" information.** The upper portion of the Property record itself includes the item, brand, model, serial number, UCR code, and other identifying information.
- **Owner information.** The number of a Name record can be used to indicate the owner of the property.
- **Incident information.** The lower portion of the Property record includes fields for entering an Incident Number, status codes, status date, the date the property was recovered or received, the amount recovered or received, the storage location of the property, and other incident information.
- **Records linked to the Property record.** The software allows you to create links (called involvements) between Property records and other types of records. For example, you might create a link between a Property record and a Vehicle record if the property was stolen from a vehicle.

  From a Property record, you can display an Involvements screen. This screen lists, and provides access to, all the records linked to the Property record. For example, if the item was stolen during a burglary that is identified in a Law Incident record, then the Involvements screen lists the related Law Incident record. Similarly, the Involvements screen for each related Law Incident record lists, and provides access to, the Property record. For more information, see "Working with Involvements" on page 365.

See the following table to quickly find the information you need.

To learn how to	See
Add a Property record	"Adding a Property Record" on page 240
Enter information about the owner of a property item	"Entering Owner Information" on page 242
Enter law incident information in a Property record	"Entering Law Incident Information" on page 243

To learn how to	See
Enter information about the recovery of stolen property	"Entering Recovered Property" on page 244
Track changes to the custody of a property item	"Entering Custody Information" on page 247
Add involvements to a Property record	"Adding Involvements" on page 250

Adding a Property Record

Before you can add a Property record, you must search the Property table to make sure your agency's database does not already contain a record for that item of property.

Searching before adding a Property record

When searching for a Property record, adhere to the following guidelines so that you find the item and do not add a "duplicate" Property record:

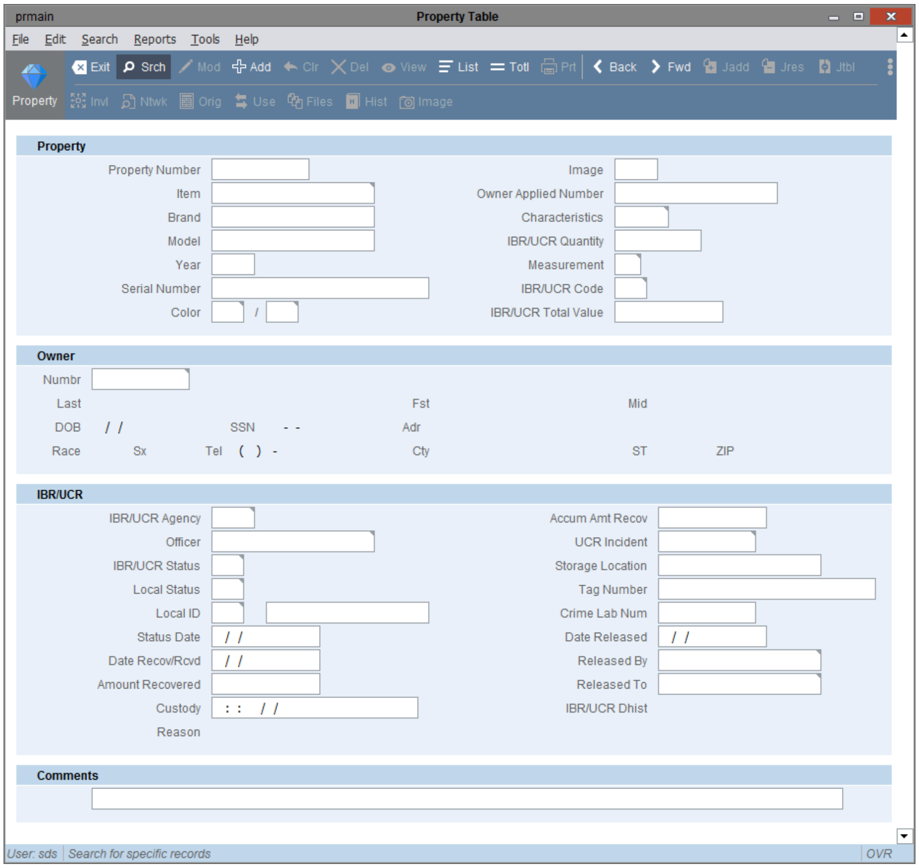
- Search on only a few fields so that you do not restrict the search too much.
- Search on those fields that are most useful for identification, such as the serial number or the item name, not the total value or the status.
- When you search on item names, use wildcard characters as described in "Using Wildcard Characters" on page 317.

For more information on search features, see "Searching for Records" on page 295.

Adding a Property record

To add a Property record:

1. Open the Property screen. See “Using Screens” on page 94.



2. Click **Srch**. To make sure that your agency’s database does not contain a record for the property, see “Adding a record when required to search first” on page 70.

   If your agency’s database does not contain a record for the property, the software displays a blank Property record and generates a record number in the **Property Number** field.

3. Enter information about the property. For field descriptions, see “Fields on the Property screen” on page 484.

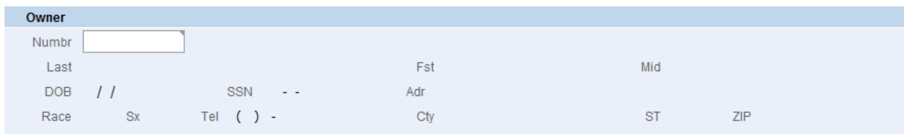
4. Click **Accept** (Alt+A) to save the record.

5. Click **Exit** to close the Property screen.

Entering Owner Information

To enter owner information in a Property record, create an involvement between the Property record and the Name record of the owner. For detailed information about involvements, you can see Chapter 13, “Working with Involvements,” which begins on page 365.

If you know the record number of the owner’s Name record, you can create the involvement by entering this number directly into the **Owner** area.



To enter owner information from the Names table:

1. In the **Owner** area, click the Lookup button (Ctrl+E).

   The Names table opens.

2. Locate the Name record of the owner, and then click the **Use** button.

   The software imports the name information to the **Owner** area.

3. Complete the Property record as needed.
4. Click **Accept** (Alt+A) to save the record.

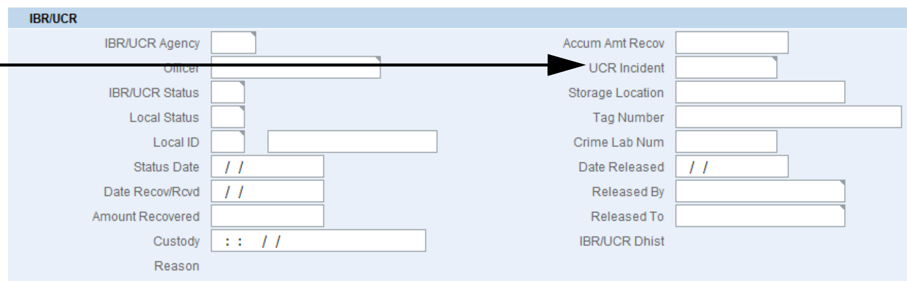
Entering Law Incident Information

If a property item is associated with a law incident, you can enter the Law Incident record number in the **Incident** field of the Property record.

> **NOTE**
>
> If your SAA has specified `prmain` in the `relinci` application parameter record, entering the Incident Number in the **Incident** field creates an involvement between the Property record and the Law Incident record. You do not need to add a Law Incident (LW) involvement on the Involvements screen of the Property record. For detailed information about involvements, see “Working with Involvements” on page 365.

If you know the Law Incident record number, you can enter this number directly into the **Incident** field of the Property record.

UCR Incident field



To enter incident information from the Law Incident table:

1. In the **UCR Incident** field, click the Lookup button (Ctrl+E).

   The Law Incident table opens.

2. Locate the Law Incident record, and then click the **Use** button.

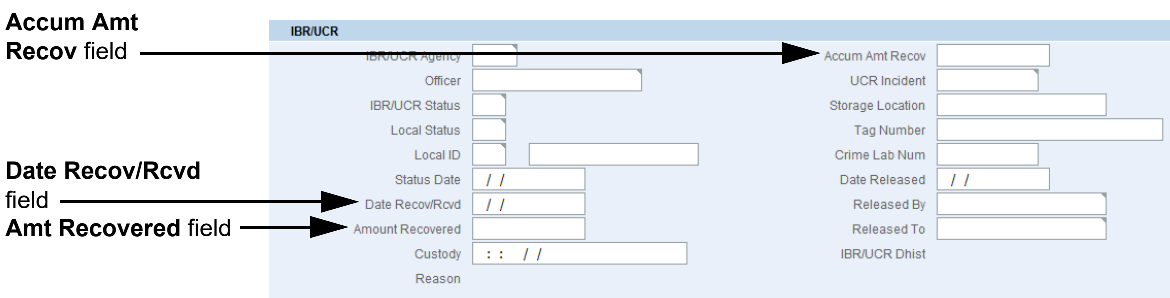
   The software imports the Incident Number to the **UCR Incident** field.

3. Complete the Property record as needed.
4. Click **Accept** (Alt+A) to save the record.

> **NOTE**
>
> UCR reports use the Incident Number to extract information from the Property History table. If multiple Property History records contain the same Incident Number, UCR uses the most recent Property History record.

Entering Recovered Property

The Property screen allows you to track items of stolen property that your agency recovers bit by bit over time. You can track both the amount (dollar value) of the item recovered in the current month and the amount recovered to date. The software references the Property table to produce the Uniform Crime Reports for recovered property.



To enter information for recovered property:

1. In the **Date Recov/Rcvd** field, enter the date on which the property was recovered.
2. In the **Amt Recovered** field, enter the dollar value of the property recovered within the current month.
3. In the **Accum Amt Recov** field, enter the total value of the property recovered so far.

   At the end of each month, your SAA might print a UCR report. The software looks at the **Amt Recovered** field to find the amount of stolen property that was recovered during the month.

The procedure for entering data about recovered property depends on whether your agency has entered recovery data for a different part of the same property earlier in the current month.

If this is	Then the Date Recov/Rcvd field
The first time in the current month that your agency has recovered part of the stolen property	Is blank, indicating that no recovery data has ever been entered previously for the item, or contains a date from a previous month. 1. In the **Date Recov/Rcvd** field, enter the current date. 2. In the **Amt Recovered** field, enter the newly recovered amount. If the field contains an amount from a previous month, replace that value with the newly recovered amount. 3. In the **Accum Amt Recovd** field, enter the sum of the newly recovered amount and the present amount (if any).
Not the first time in the current month that your agency has recovered part of the stolen property	Contains a date from the current month. 1. In the **Date Recov/Rcvd** field, enter the current date. 2. In the **Amt Recovered** field, enter the sum of the newly recovered amount and the present amount. 3. In the **Accum Amt Recovd** field, enter the sum of the newly recovered amount and the present amount.

Example

On July 5, someone reports the theft of a jewelry box that contains several pieces of jewelry. Two days later, your agency recovers $200 worth of jewelry.

To enter the recovered property:

1. In the **Date Recov/Rcvd** field, enter the current date (July 7).
2. In the **Amt Recovered** and **Accum Amt Recovd** fields, enter **`200.00`**.
3. Click **Accept** to save the record.

   One week later, your agency recovers an additional $50 worth of the jewelry.

4. In the **Date Recov/Rcvd** field, enter the current date (July 14).
5. In the **Amt Recovered** and **Accum Amt Recovd** fields, enter **`250.00`**.
6. Click **Accept** to save the record.

   No more jewelry is recovered in July. When your agency runs the UCR report for July, the report includes the $250.00 from the **Amt Recovered** field.

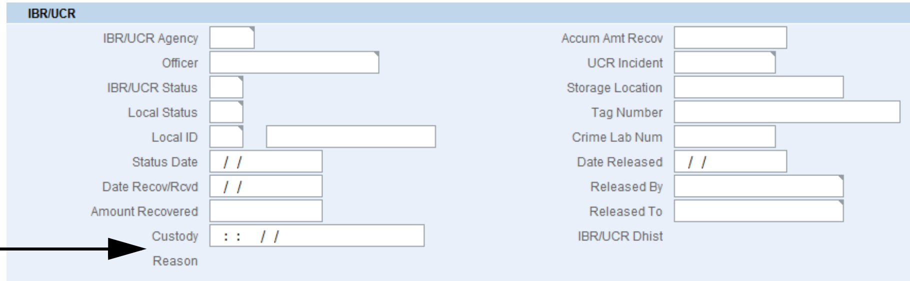
   In August, your agency recovers an additional $100 worth of the jewelry.

7. In the **Date Recov/Rcvd** field, enter the current date.
8. In the **Amt Recovered** field, clear the value (because the month has changed), and enter **`100.00`** (the amount recovered during the current month).
9. In the **Accum Amt Recovd** field, enter **`350.00`** (the total amount recovered over time).
10. Click **Accept** to save the record.

Entering Custody Information

Use the **Custody** and **Reason** fields on the Property screen to enter information about the custody of a property item. The **Custody** field gives you access to a detail window that allows you to track any changes to the custody of an item.

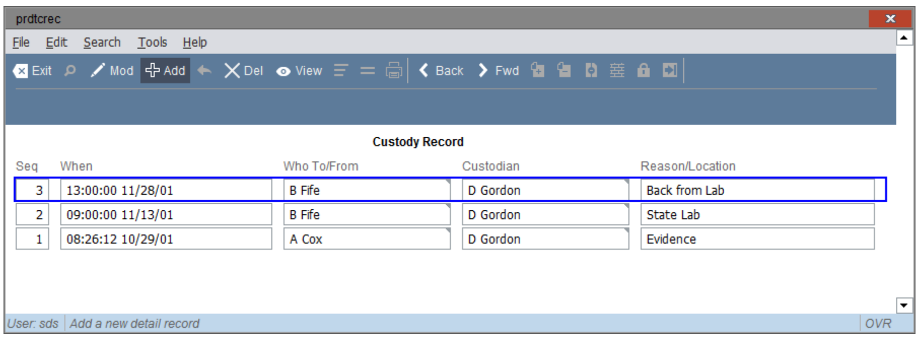
Custody and **Reason** fields



To enter custody information:

1. In the **Custody** field, click the **Detail** button (Ctrl+N).

   A detail window appears.



   For information on how to use detail windows, see "Entering Data in Detail Fields" on page 145.

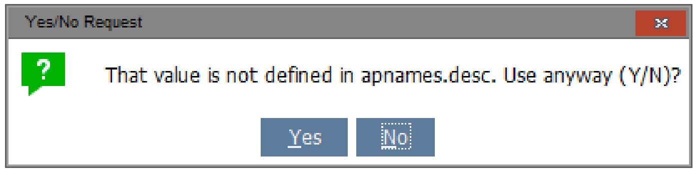
2. Click **Add**.

   An empty Detail record appears at the bottom of the list. The software later moves the entry to the top of the list.

3. In the **When** field, enter the time and the date of the change in custody. The entry that has the most recent date and time appears on the Property screen.

4. In the **Who To/From** field, enter the name of the person or agency to whom the property was given or from whom the property was received.

You can enter a name or agency not listed in the Official Names code table. If you do, the following dialog box appears:



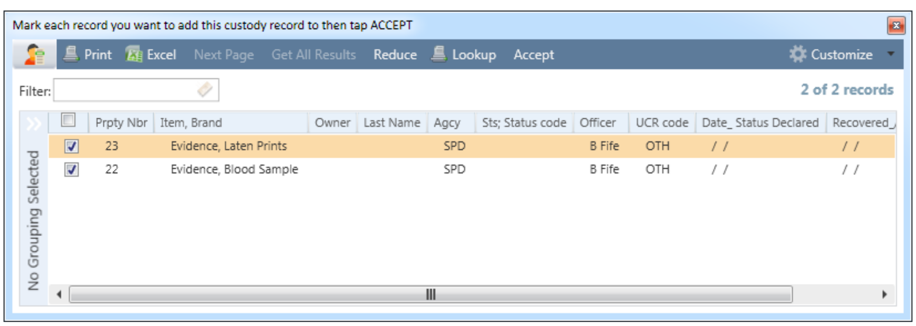
To use the value as you entered it, click **Yes** or press Enter. If you select **No**, the codes appear that most closely match the value you entered. Select a code from the list.

5. In the **Custodian** field, select the name of the property or evidence custodian who handled the transfer.
6. In the **Reason/Location** field, briefly describe the reason for the custody or location change. Indicate whether the property was transferred *from* the agency or *to* the agency.
7. Click **Accept** (Alt+A).

   One of the following occurs:

   – If your database contains no other property items that have the same tag number for storage retrieval as this item, the software saves the Detail record. Go to step 9.

   – If your database contains other property items that have the same tag number, a list of items appears.

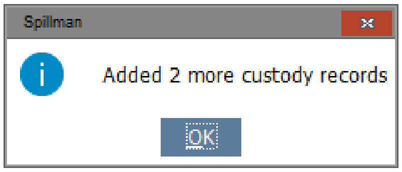


The list displays all items that have tag numbers that match the item for which you just added a custody Detail record. A check mark beside each item indicates that the item is selected.

8. Use the following table to apply the custody change to the Property record of every item or only certain items.

To	Do this
Apply the custody change to the record of every property item on the list	Click **OK**.
Cancel the selection of some property items	1. Click the check mark next to the item whose selection you want to cancel.The check mark disappears. 2. Repeat steps 1–2 for other items as desired. 3. After you finish removing items from the search set, click **Accept**.

The software adds the Custody Detail record to the Property records for all property items you selected, and a message appears.



9. Click **OK** to return to the custody detail window.
10. Click **Add** to add another record, or click **Exit** to return to the Property screen.

Adding Involvements

For some Property records, you might want to add involvements, such as:

- Name involvements for persons associated with the property.
- Vehicle involvements for vehicles associated with the property.

You add these involvements in the Involvements screen. For information about adding involvements, see "Working with Involvements" on page 365.

Chapter 8

Adding Wanted Person Records

Jump to topic:

Overview

Use the Wanted Persons table to track persons for whom arrest warrants exist. Because the Wanted Persons screen includes fields for extradition information and the code of the agency issuing the warrant, you can easily track persons wanted outside your agency's jurisdiction, as well as persons wanted inside your agency's jurisdiction.

In addition to displaying detailed information about the warrant, the Wanted Person screen lets you create alerts, or warning flags, to appear on related records in the database.t

Creating Wanted Person alerts

To create a Wanted Person alert:

- Open the Names table and locate the Name record for the person who is wanted.
- Add a Wanted Person record in which you enter an Active disposition in the **Disposition** field. Your SAA specifies the Active dispositions in your software code tables.
- Link the Wanted Person record to the Name record.

  The alert appears in the following locations:

  - At the top of the person's Name record.
  - In the **Wanted Person** area on the Wanted Person record.
  - Above the person's name information on any other screen on which this information appears. For example, if the person's name is used in the **Owner** area of a Vehicle record, then alert appears in that block.
  - After the **Alias** field on any alias Name records that exist for the person.

The text of the Wanted Person alert depends on the process type selected in the **Process Type** field of the Wanted Person record. For example, if you select the code `WAR` (Arrest Warrant), the text of the alert is `Arrest Warrant`.

You can add as many Wanted Person records as needed for one person. Therefore, you can also add multiple Wanted Person alerts for one person. Remember that the software creates an alert only if you select an Active disposition in the **Disposition** field of the Wanted Person record.

Viewing Wanted Person alerts

When multiple alerts exist for a person, the software displays the highest-ranking warning followed by a plus sign (+). A Wanted Person alert supersedes any alerts attached to user-defined involvements. For more information, see "Adding Alert Flags to Involvements" on page 384.

You can view all the alerts associated with a person by opening the Involvements screen associated with that person's Name record. For more information, see "Working with Involvements" on page 365.

To call attention to Wanted Person involvements, the software displays them at the top of the Involvements list, with their Type information in red.

> **CAUTION**
>
> If your SAA does not set up your software to change the disposition on the Wanted Person record when the person is no longer wanted (for example, when the want expires), you must change the disposition yourself. Otherwise, the alert flag continues to appear on the person's Name record and on any record that has a system-defined involvement to that Name record.

You can access several types of information from the Wanted Persons screen:

- **Warrant information.** This includes the docket number; the court number; the dates of issue, receipt, and expiration; the process type; and so on.
- **Basic name information for the wanted person.** This includes the person's name, birth date, Social Security number, and certain other information available from the Name record.
- **Information about the people and agencies involved.** The issuing judge, the court, the agency, and so on.
- **Offense information.** A detail window accommodates information on all statutes associated with this warrant. Enter both the statute (offense) code and the disposition of that statute. For instructions, see "Entering Offense Information" on page 259.
- **Attempts information.** A detail window accommodates information about attempts to serve the warrant, subpoena, or summons. For instructions, see "Entering Service Attempts" on page 261.
- **Bail and extradition information.**
- **Comments.**

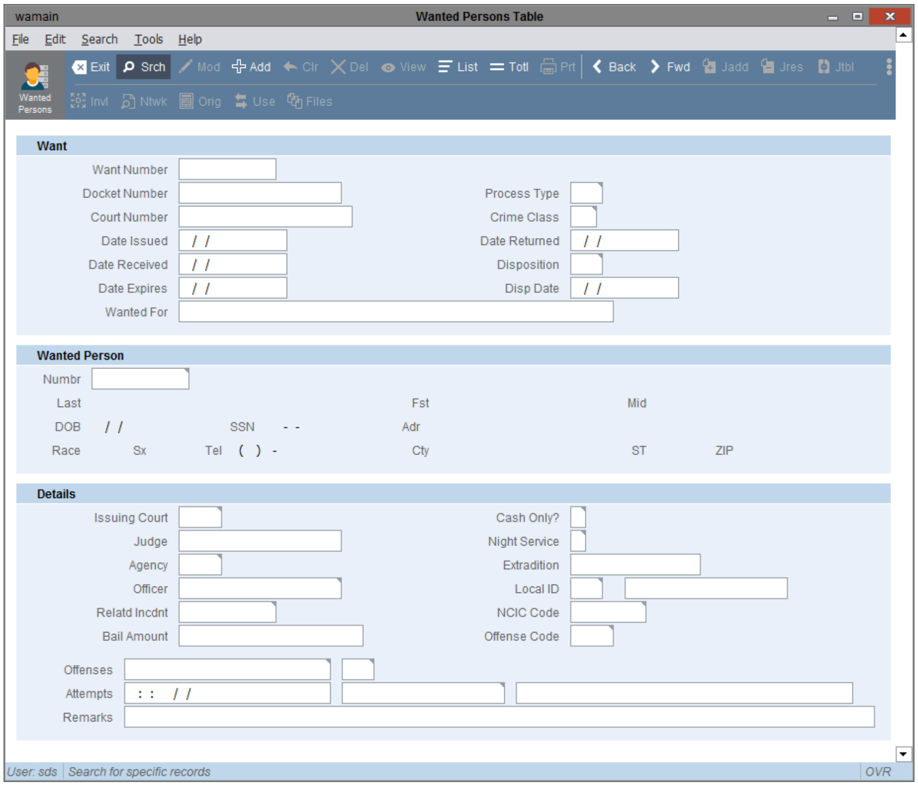
Use the following table to quickly find the information you need in this chapter.

To learn how to	See
Add a record for a wanted person	"Adding a Wanted Person Record" on page 255
Link the Wanted Person record to the Name record of the wanted person	"Entering Name Information" on page 257
Enter information about the law incident that generated the warrant	"Entering Law Incident Information" on page 258
Enter information about the offenses associated with the warrant	"Entering Offense Information" on page 259
Record attempts to serve the wanted person	"Entering Service Attempts" on page 261
Update the dispositions for expired warrants	"Updating Dispositions for Expired Warrants" on page 263
Attach a wanted persons alert to an alias Name record	"Attaching Wanted Person Alerts to Alias Name Records" on page 267
Add involvements to a Wanted Person record	"Adding Involvements" on page 269

Adding a Wanted Person Record

To add a Wanted Person record:

1. Open the Wanted Person screen. See “Opening a screen” on page 94.



2. Click **Add**. You do not need to search the database before you add a Wanted Person record.
3. Enter information about the warrant and the wanted person.
   - For general information about entering data, see “Entering Data” on page 121.
   - For the type of data to enter in each field, see “Fields on the Wanted Persons screen” on page 488.
4. Click **Accept** (Alt+A) to save the record.

5. Click **Exit** to close the Wanted Person screen.

> **TIP**
>
> Depending on your agency's policy, you might use the Wanted Person table to record runaways and other persons. To do so, in the **Process Type** field of the Wanted Person screen, enter the appropriate process type code. For example, **`ATL`** for At Large or **`RNWY`** for Runaway). Make sure that the disposition is Active as long as your agency searches for the person.

Entering Name Information

To enter name information in a Wanted Person record, create an involvement between the Wanted person record and the Name record of the wanted person. For detailed information about involvements, see “Working with Involvements” on page 365.

If you know the record number of the wanted person’s Name record, you can create the involvement by entering this number directly in the **Wanted Person** area.

To enter name information in a Wanted person record:

1. In the **Wanted Person** area, click the Lookup button (Ctrl+E).

   The Names table opens.

2. Locate the Name record of the wanted person, and then click the **Use** button.

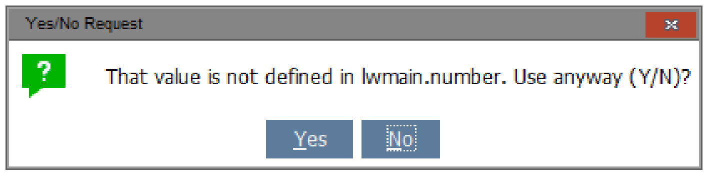
   The software imports the name information to the **Wanted Person** area.

3. Complete the Wanted Person record as needed.
4. Click **Accept** (Alt+A) to save the record.

Entering Law Incident Information

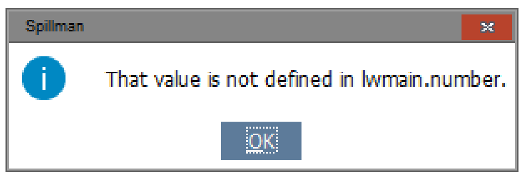
To enter information about a law incident that is associated with the warrant, enter the Law Incident record number in the **Related Incident** field of the Wanted Person record.

If the record number is known, enter it directly in the field. If the record number is not valid, the following dialog box opens.



Do one of the following:

- Click **No** if you do not want to use the undefined Incident Number. The following dialog box appears.

  Click **OK** to close the dialog box.

- Click **Yes** to use the undefined Incident Number.

> **NOTE**
>
> If you select **Yes**, the Involvements screen displays the undefined record number and the description `<Not on file>`.

To find the Law Incident record number:

1. In the **Related Incident** field, click the Lookup button (Ctrl+E).

   The Law Incident table opens.

2. Locate the Law Incident record, and then click the **Use** button.

   The software enters the Incident Number in the **Related Incident** field.

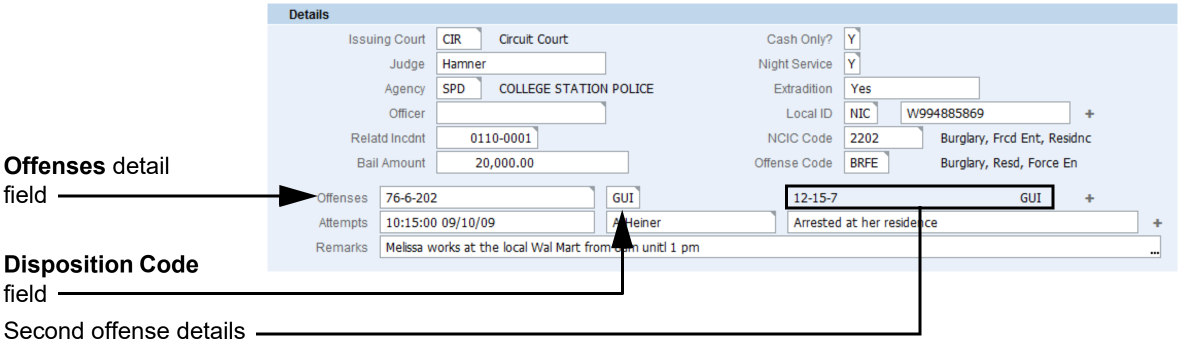
3. Complete the Wanted Person record as needed.
4. Click **Accept** (Alt+A) to save the record.

Entering Offense Information

Use the **Offenses** detail fields to enter information about offenses associated with a Wanted Person record. The first two fields constitute the first Offense Detail record. You can add a Detail record directly into these fields.

The next two fields are view-only and show the second Offense record, if added. To add additional Offense Detail records, you must open the detail window.

A plus sign (+) appears if more Offense Detail records exist than are visible on the Wanted Person screen. To view Offense Detail records beyond the third record, you must open the Offenses detail window.



The names of the two fields in an Offense Detail record do not appear on the screen. To see a ToolTip that briefly describes an Offense Detail field, hold your mouse pointer over the field.

> **TIP**
>
> If you enter information about more than one offense, enter the most serious offense first.

Enter the information on the screen or in the Offenses detail window, depending on whether this is the first Offenses Detail record you are adding.

Adding the first Offense Detail record

To add the first Offense Detail record:

1. Open the correct Wanted Person record.
2. If the screen is not already in Add or Modify mode, click **Mod**.
3. In the **Offenses** field, click the Lookup button (Ctrl+E) to view a list of offense codes.

4. Select the appropriate offense code from the list, as described in "Entering Data in Coded Fields" on page 136.

   The code now appears in the first field in the **Offenses** group.

5. In the second field, click the Lookup button (Ctrl+E) and select the disposition code.

6. Click **Accept** (Alt+A) to save the record.

Adding additional Offense Detail records

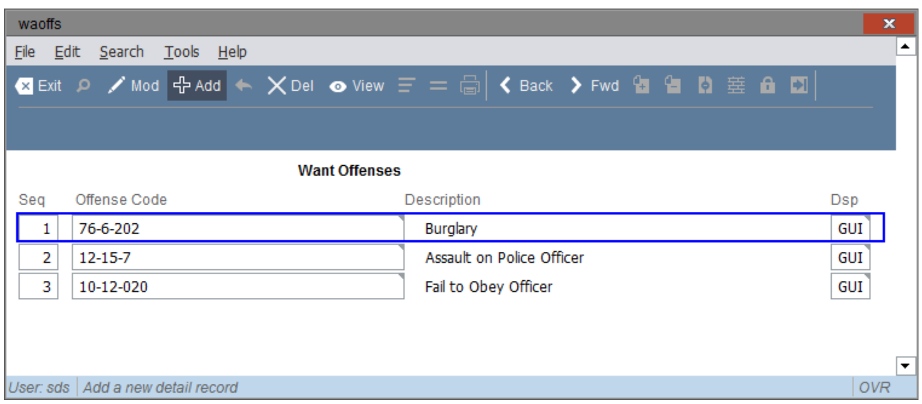
To add additional Offense Detail records:

1. Open the correct Wanted Person record.

2. If the screen is not already in Add or Modify mode, click **Mod**.

3. In the **Offenses** field, click the **Detail** button (Ctrl+N).

   The Want Offenses detail window opens.



4. Click **Add**.

5. In the **Offense Code** field, click the Lookup button (Ctrl+E) and select the offense code.

   The software completes the code description.

6. In the **Dsp** field, click the Lookup button (Ctrl+E) and select the disposition code.

7. Click **Accept** (Alt+A) to save the Offense Detail record.

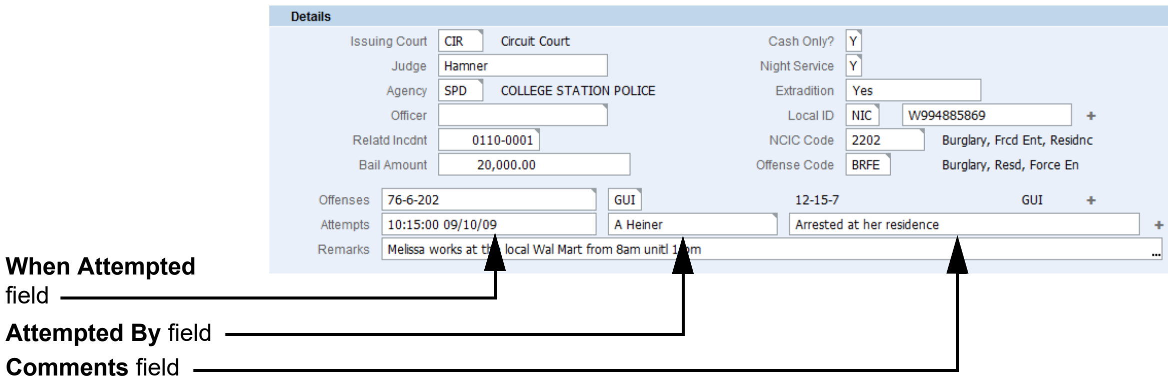
8. Repeat steps 5–8 for each offense you need to add.

9. Click the **Exit** button to return to the Wanted Persons screen.

Entering Service Attempts

Use the **Attempts** detail fields to track information about each attempt to serve a warrant, subpoena, or summons to a wanted person. You can record the time and date of each service attempt, and any related comments.

The (active) attempt fields constitute the first Attempt Detail record. You can add a Detail record directly into these fields.



The names of the individual fields in an Attempt Detail record do not appear on the screen. To see a ToolTip that briefly describes an Attempt Detail field, hold your mouse pointer over the field.

To add or view additional Attempts Detail records, you must open the detail window. A plus sign (+) appears if more than one Attempt Detail record exists.

Adding the first Attempt Detail record

To add the first Attempt Detail record:

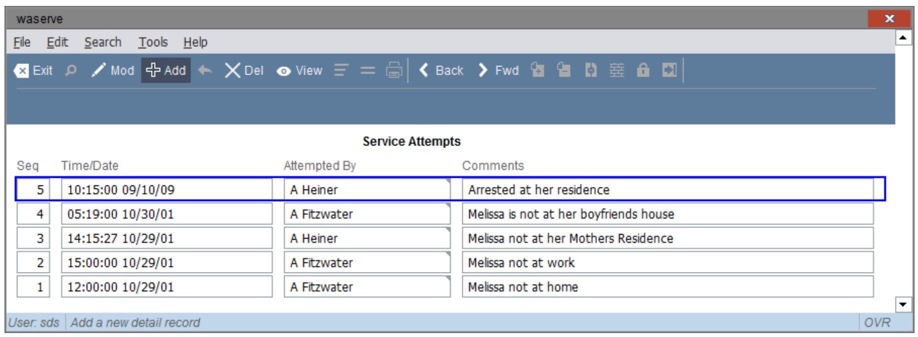
1. Open the correct Wanted Person record.
2. If the screen is not already in Add or Modify mode, select **Mod**.
3. In the **Attempts** fields, enter the time and date, or click the **Time** button (Ctrl+T).
4. In the **Attempted By** field, click the Lookup button (Ctrl+E) to open a list of valid codes. Select the name of the officer who made the service attempt.
5. In the **Comments** field, enter any comments about the service attempt.
6. Click **Accept** (Alt+A) to save the record.

Adding additional Attempt Detail records

To add additional Attempt Detail records:

1. Open the correct Wanted Person record.
2. If the screen is not already in Add or Modify mode, select **Mod**.
3. In the **Attempts** field, click the **Detail** button (Ctrl+N). A

   The Service Attempts detail window opens.

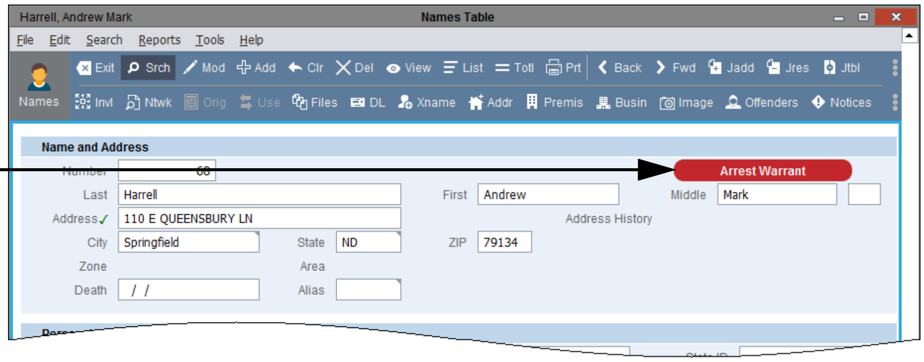


4. Click **Add**.
5. In the **Time/Date** field, enter the time and date, or click the **Time** button (Ctrl+T).
6. In the **Attempted By** field, click the Lookup button (Ctrl+E) and select the name of the officer who made the service attempt.
7. In the **Comments** field, enter any comments about the service attempt.
8. Click **Accept** (Alt+A) to save the Attempt Detail record.
9. Repeat steps 5–9 for each service attempt you need to add.
10. Click **Exit** to return to the Wanted Persons screen.

Updating Dispositions for Expired Warrants

When you add a Wanted Person record, the software displays an alert on the person's Name record and other screens on which the name appears.

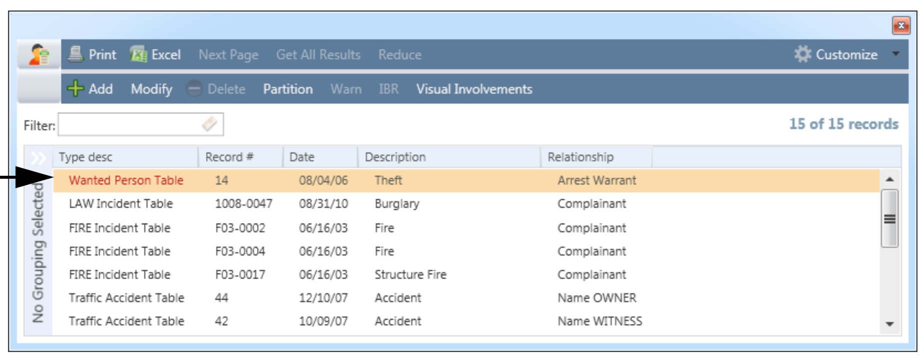
Wanted Person alert



If your SAA does not set up the software to automatically update the disposition when the warrant expires (or when the runaway has been found), you must update the disposition yourself. Otherwise, the alert continues to appear throughout the software.

The Wanted Person record remains an involvement to the Name record, even after you change the disposition to an inactive one. However, the warning on the Involvements screen opens in red only if the warrant is active.

Warning



Deactivating expired warrants

To manually deactivate expired warrants:

1. Open the Wanted Persons screen.
2. Click **Srch**.

3. In the **Disposition** field, select **`ACT - Active or Wanted`**.
4. In the **Date Expires** field, click **Type** (Ctrl+N).
5. Select **`Less than`**, and then enter the current date or click the **Time** button.
6. Click **Accept** (Alt+A).

   The software displays any active wants that have expired.
7. Review each record in your search set.
8. Deactivate expired warrants for each record as needed by doing the following:
   – Click **Mod**.
   – In the **Disposition** field, change the value to **`Inactive`**.
   – Click **Accept** (Alt+A) to save your changes.

Printing and deleting expired warrants

Use the Print and Delete Expired Wants program (`waprexp`) to periodically clear expired warrants from the Wanted Person table.

> **CAUTION**
>
> It is not recommend to delete expired warrants. If your agency finds it necessary to delete expired warrants, make sure you keep a backup copy of your data, printed copies of the warrants you are deleting, or both.

You can print and delete all expired warrants at once, or you can display and delete selected warrants.

> **NOTE**
>
> If you print expired warrants instead of displaying them, you must delete all of them or cancel the operation. You cannot select specific warrants for deletion.

Printing and deleting all expired warrants

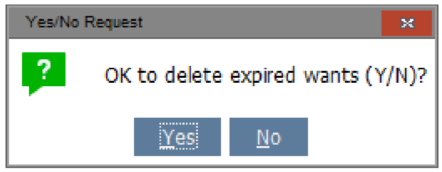
To print and delete *all* expired warrants:

1. At the command line, enter **`waprexp`**.

The following dialog box appears.

2. Click **Print**.

   The following dialog box appears.



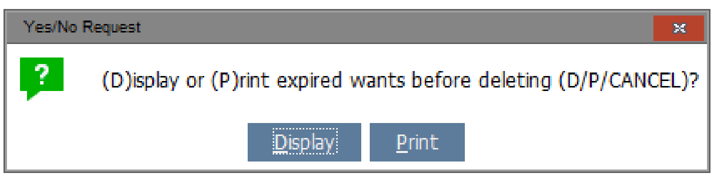
3. To delete *all* expired warrants, click **Yes** or press Enter. To cancel the operation, click **No**.

Displaying and deleting selected expired warrants

To display and delete *selected* expired warrants:

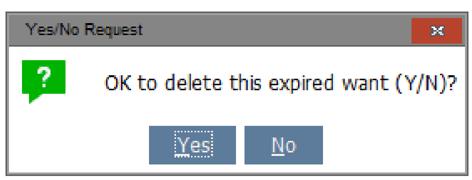
1. At the command line, enter **`waprexp`**.

   The following dialog box appears.



2. Click **Display**.

   The software displays the first expired warrant and the following dialog box.



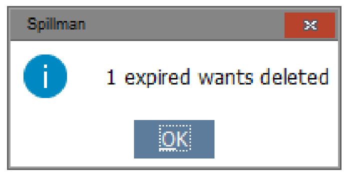
3. Do one of the following.

To	Do this
Delete the selected warrant	Click **Yes** or press Enter
To leave the expired warrant in your agency's database	Click **No**

The next expired warrant appears.

4. Repeat step 3 for each expired warrant in your agency's database.

After you finish deleting warrants, a message box appears.



5. Click **OK** or press Enter to close the message box.

Attaching Wanted Person Alerts to Alias Name Records

Your SAA can set up the software to display a Wanted Person alert in the following ways:

- Only on the alias Name record
- On the real Name record and *all* associated alias Name records

Attaching alerts to only alias Name records

If your agency uses this option, the software displays the Wanted Person alert only on the alias Name record for which you add the active Wanted Persons record. The system involvement between the Wanted Person record and the alias Name record is visible only from that alias Name record. The involvement is *not* visible from the main Name record or any other alias Name record associated with that person.

Attaching alerts to the real Name record and all alias Name records

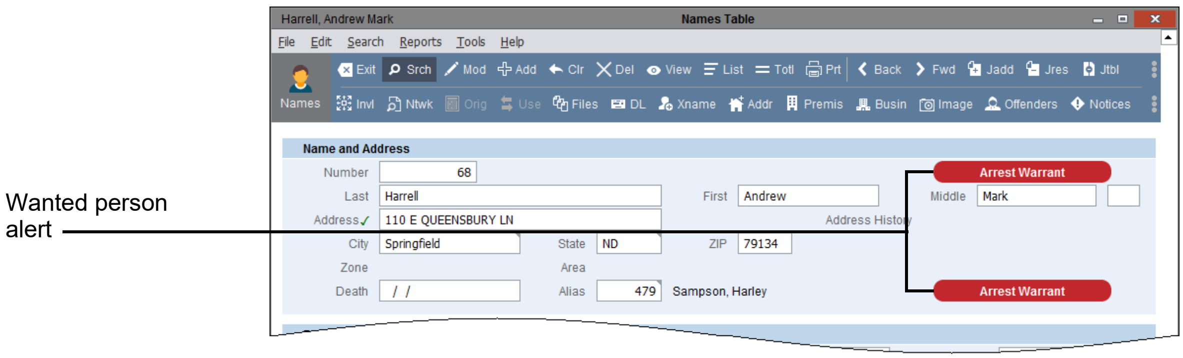
If your agency uses this option, the software displays the wanted person alert on all Name records associated with that person (the main Name record and all alias Name records). When you create an active want for an *alias* Name record, the software does the following:

- Creates a system involvement to the main Name record for that person. This want involvement is visible only from the main Name record and from the Wanted Person record. The Wanted Person record displays the Name Number and name information from the alias Name record.
- Displays a wanted person alert on the main Name record and all alias Name records associated with that person.
- The software now considers all the wanted person alerts that are attached to any of the Name records associated with that person and displays the highest ranking alert.
- Displays wanted person alerts on any screen that contains name information from any of the Name records associated with that person, such as the Owner block on the Vehicle screen.

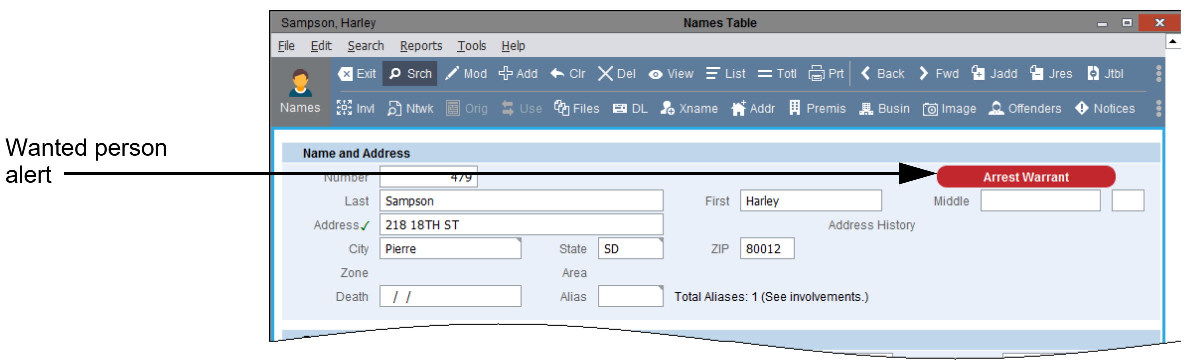
When the disposition of the Wanted Person record is changed to inactive, the software moves the system involvement to the original alias Name record. The inactive want involvement is now visible only from that alias Name record.

If your SAA sets up the software to display wanted persons alerts on all associated Name records, the Wanted Person alerts appear in two places on any screen that can display alerts for both the main Name record and the alias Name record:

- Real Name record



- Alias Name record



Adding Involvements

For some Wanted Person records, you might want to add involvements, such as:

- Name involvements for persons who are involved with the law incident that generated the warrant
- Property involvements for property associated with the law incident that generated the warrant
- Law Incident involvements for the law incident that generated the warrant

You add these involvements directly to the Involvements screen. For information about adding involvements, see “Working with Involvements” on page 365.

Chapter 9

Adding On-Call Scheduling Records and Resource Records

Jump to topic:

Overview

The On-Call Scheduling table stores a list of personnel and their on-call times so that you can easily locate the personnel who are on call. You can include both agency and non-agency personnel in the list. For each person, you can enter one-time instances as well as regular on-call shifts. By including each person's specialty, for example, arson investigator, you can determine the specialist on call at any time.

Use the Resource table to list equipment and services that companies or individual persons can make available to your department upon request in emergencies.

Use the following table to quickly find the information you need.

To learn how to	See
Add records for a person who is on call	"Adding On-Call Scheduling Records" on page 273
Add records for the times that a person is on call	"Adding On-Call Availability Detail Records" on page 275
Delete records for a person's on-call availability	"Deleting On-Call Availability Detail Records" on page 279
View On-Call Status records	"Viewing On-Call Status Records" on page 282
Add records for equipment that is available to your agency in an emergency situation	"Adding Resource Records" on page 284
View Resource records from CAD	"Viewing Resource Records from CAD" on page 285

Adding On-Call Scheduling Records

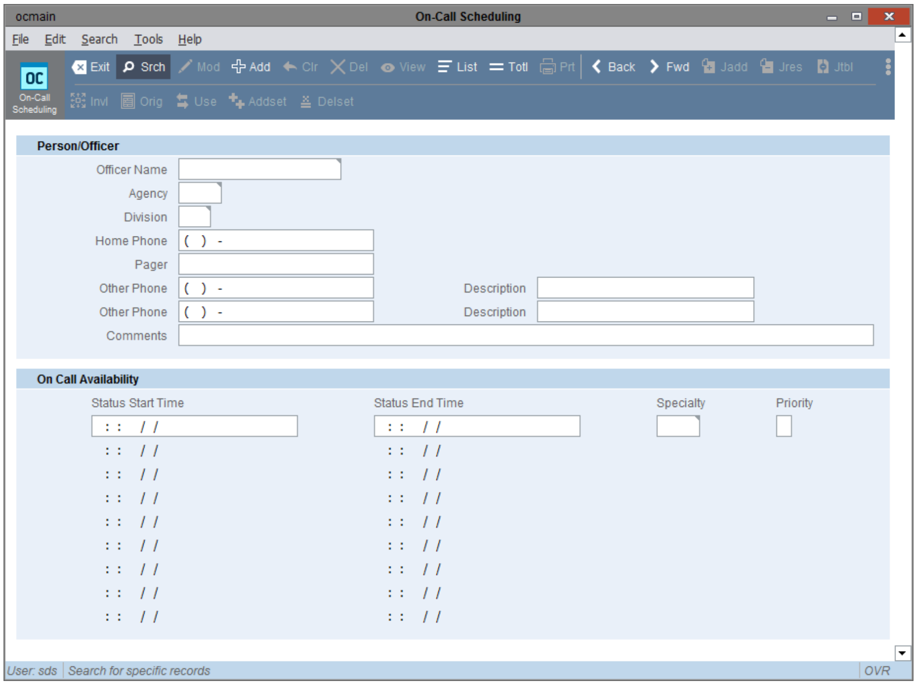
Before you can add an officer's on-call information, the On-Call Scheduling table must contain a record for that person. Follow the procedure in this section to search for and add records in the On-Call Scheduling table.

For information about adding the Detail records to indicate the officer's availability, see "Adding On-Call Availability Detail Records" on page 275.

To add an On-Call Scheduling record:

1. At the command line, enter **`ocmain`**.

   The On-Call Scheduling screen opens.



2. Click **Srch**.
3. In the **Officer Name** field, click the Lookup button (Ctrl+E) and select the name of the officer for whom you want to add an On-Call Scheduling record.

4. Click **Accept** or press Enter.

If the software	Do this
Finds no matching records, it displays a message to this effect	Click **OK** or press Enter to remove the message box from the screen. Then, continue at step 5.
Finds an On-Call Scheduling record for the person	See "Adding On-Call Availability Detail Records" on page 275.

5. Click **Add**.
6. Complete the **Person/Officer** area.
   - For general information about entering data, see "Entering Data" on page 121.
   - For field descriptions, see "Fields on the On-Call Scheduling screen" on page 490.

NOTE

After you enter the name of the officer in the **Officer Name** field, the software enters information in several fields, such as the **Agency**, **Division**, and **Home Phone** fields. Change this information as needed.

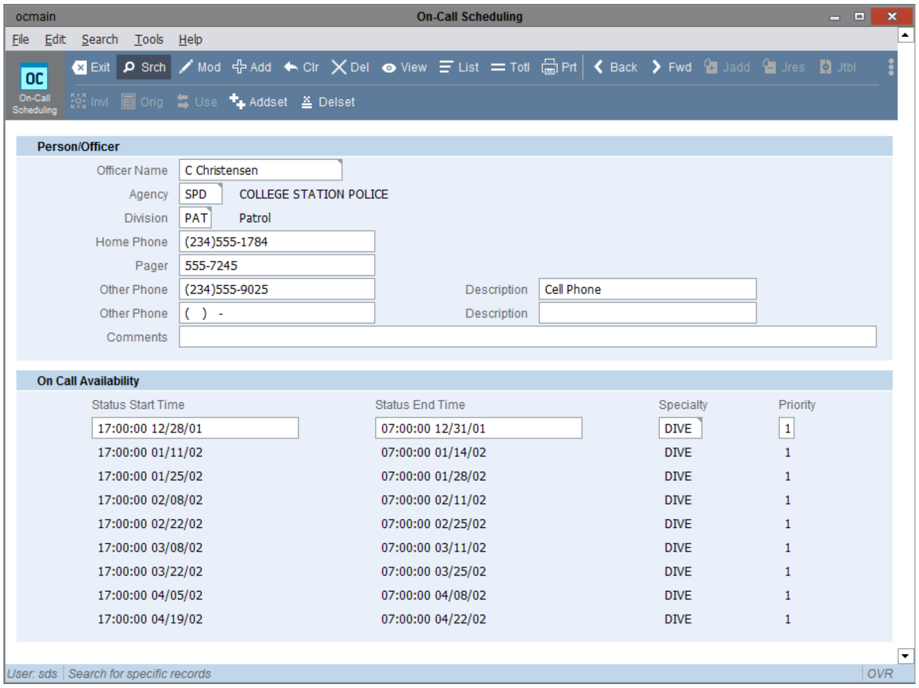
7. Click **Accept** (Alt+A) to save the record.
8. Repeat steps 2–6 to add another On-Call Scheduling record, or click **Exit** to close the On-Call Scheduling screen.

Adding On-Call Availability Detail Records

The following procedure describes how to add an On-Call Availability Detail record for an officer. It assumes that you have already added an On-Call Scheduling record for that officer as described in "Adding On-Call Scheduling Records" on page 273.

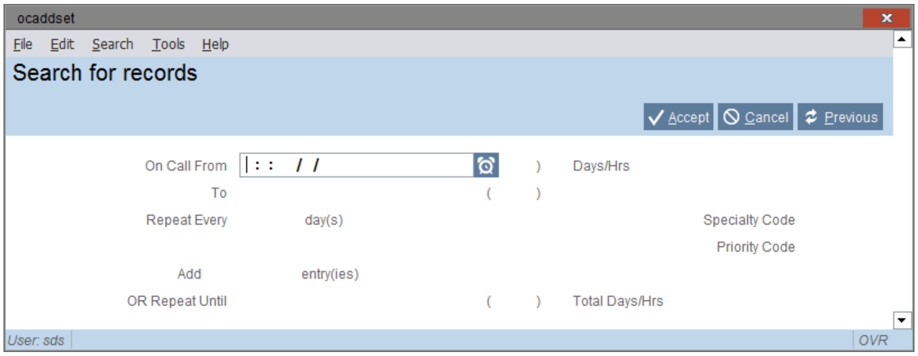
To add an On-Call Availability Detail record:

1. Open the On-Call Scheduling record for an officer.



2. Click the **Addset** button.

   The On-Call Availability window appears.



3. In the **On Call From** field, enter the time and date the person's on-call shift begins, and then press Tab.

   The software enters the corresponding day of the week and activates the **To** field.

4. In the **To** field, enter the time and date the person's on-call shift ends, and then press Tab,.

> **NOTE**
>
> Even if you want to assign the person to multiple shifts, enter the ending time and date of the first shift, *not* the last shift. Add a separate Detail record for each shift.

   The software displays the length of the shift, in days and hours, in the **Days/Hrs** field. For example, for an 8-hour shift, the **Days/Hrs** field displays **`0/8`**. The software then activates the **Repeat Every *x* day(s)** field.

5. In the **Repeat Every *x* day(s)** field, enter the number of days between this shift and the next shift that is to start at the same time of day. For example, if the person goes on call every Friday at the specified time, enter **`7`** in this field so that the software repeats the shift every 7 days.

6. Press Tab.

   The software activates the **Add *x* entry(ies)** field and the **OR Repeat Until** field.

7. Enter either the *total number of times* the person will be assigned to this on-call shift, or the *last date* the person will be assigned to it.

Use the **Add *x* entry(ies)** field or the **OR Repeat Until** field as needed.

To set up the on-call shift	Enter
For a specific number of times	The total number of times in the **Add *x* entry(ies)** field. For example, to assign the person for the specified date and the same day in next 3 weeks, enter **`4`**. NOTE: If you enter a value in this field, you cannot enter a value in the **OR Repeat Until** field.
Until a certain date	The ending time and date in the **OR Repeat Until** field. You can enter either the exact end time and date or a later date that will not cause the shift to repeat more times than desired. For example, if the person is to be on call every Friday in June 2002, including June 28, enter either **`06/29/2002`** or the last date in the month (**`06/30/2002`**). The software calculates the number of on-call entries needed. **NOTE**: If you enter a value in this field, you cannot enter a value in the **Add *x* entry(ies)** field.

8. After completing the **Add *x* Entry(ies)** field or the **OR Repeat Until** field, press Tab.

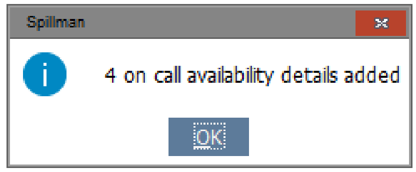
   In the **Total Days/Hrs** field, the software enters the total length of time the person is to be on call, in days and hours. For example, if the person has an 8-hour on-call shift once a week for 4 weeks, the person is on call for a total of 32 hours. Because 32 hours is equivalent to 1 day and 8 hours, the **Total Days/Hrs** field displays **`1/8`**.

9. In the **Specialty Code** field, select the code for the person's specialty. For example, select `DIVE` for Dive Team Member. For each set of shifts, you can indicate a different specialty code and priority.

10. In the **Priority Code** field, enter the priority to assign this person (relative to other personnel who have the same specialty and are on call for the same shift). This number determines where this person's name appears when you view the on-call status list. See "Viewing On-Call Status Records" on page 282. For example, if the priority is **`1`**, the person appears first on the list of on-call personnel.

11. When finished, click **Accept** (Alt+A).

A message appears.



12. Click **OK** or press Enter.

    The on-call shift appears in the On-Call Availability detail window.

13. Select **Exit** to close the On-Call Scheduling screen.

Deleting On-Call Availability Detail Records

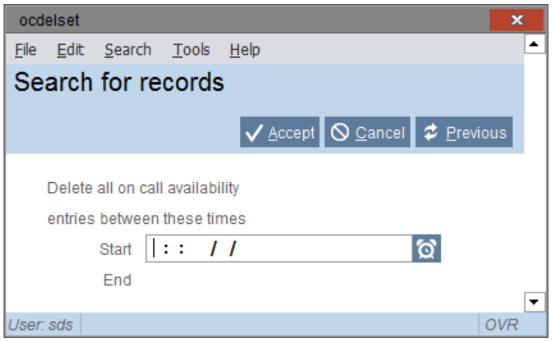
Use the **Delset** button to regularly remove sets of old On-call Availability Detail records.

To delete a set of On-call Availability Detail records:

1. Open the On-Call Scheduling screen.
2. Click **Srch**.
3. In the **Officer Name** field, select the name of the officer for whom you want to delete On-call Availability Detail records.
4. Click **Accept** or press Enter.

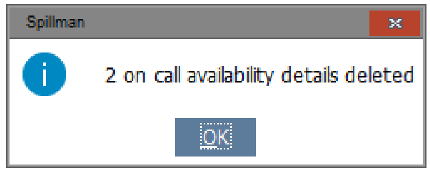
   The officer's On-Call Availability record appears.
5. Click the **Delset** button.

   A dialog box appears.



6. In the **Start** field, enter the *starting* time and date of the first availability Detail record in the set that you want to delete. Then, press Enter.
7. In the **End** field, enter the *ending* time and the date of the last availability Detail record that you want to delete. (For information about how the software deletes On-Call Availability Detail records, see "Understanding how On-Call Availability Detail records are created and deleted" on page 280.)
8. Click **Accept** (Alt+A).

The software deletes the On-Call Availability Detail records and displays a message as in the following example.

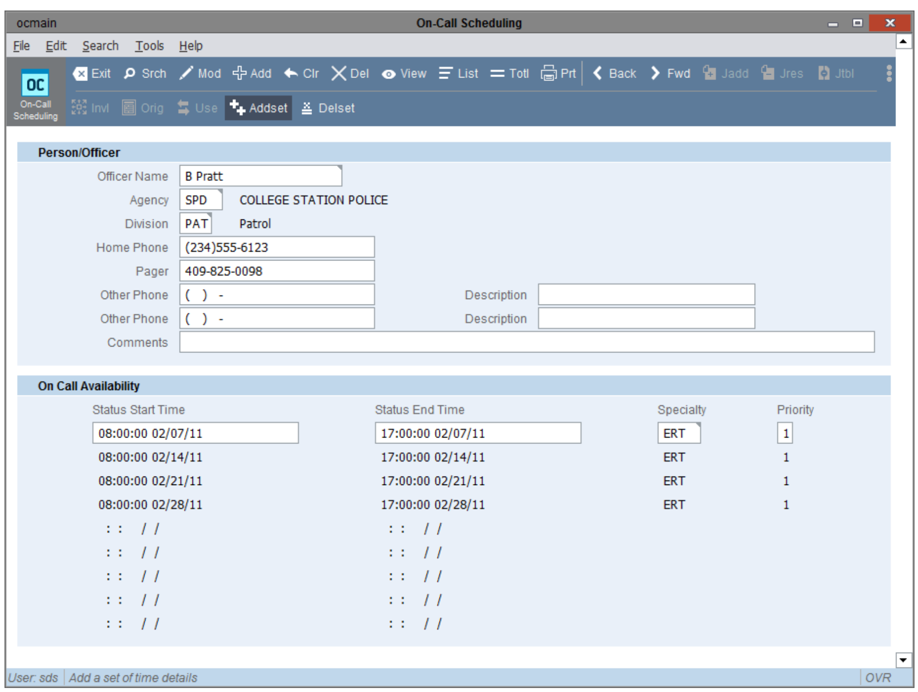


9. Click **OK** or press Enter.

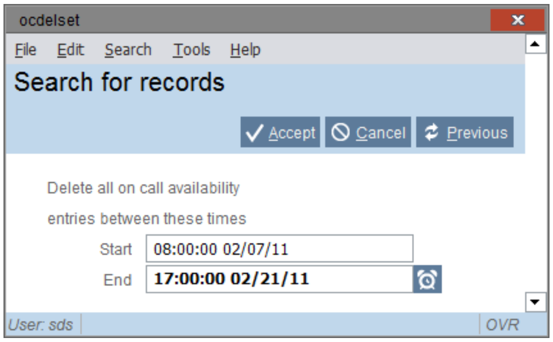
Understanding how On-Call Availability Detail records are created and deleted

Unlike the standard Between search in the software, the **Delset** button does not affect all the records that contain times and dates that fall between two points in time. Instead, it allows you to delete a specific set of On-Call Availability Detail records.

When you create a set of On-Call Availability Detail records, you specify the starting and ending times for the shift and how often the shift repeats. For example, if you create a shift that occurs between 08:00 and 17:00 every Monday in February 2011, the set contains the following On-Call Availability records.



If you want to delete all Detail records in this set except the one for February 28, then you would enter the following values.



When you click **Accept**, the software deletes all records in the set between the time and date specified and leaves the record for February 28.

The software does not delete any Detail records that have different starting and ending times, because such records are not part of the set that you specified.

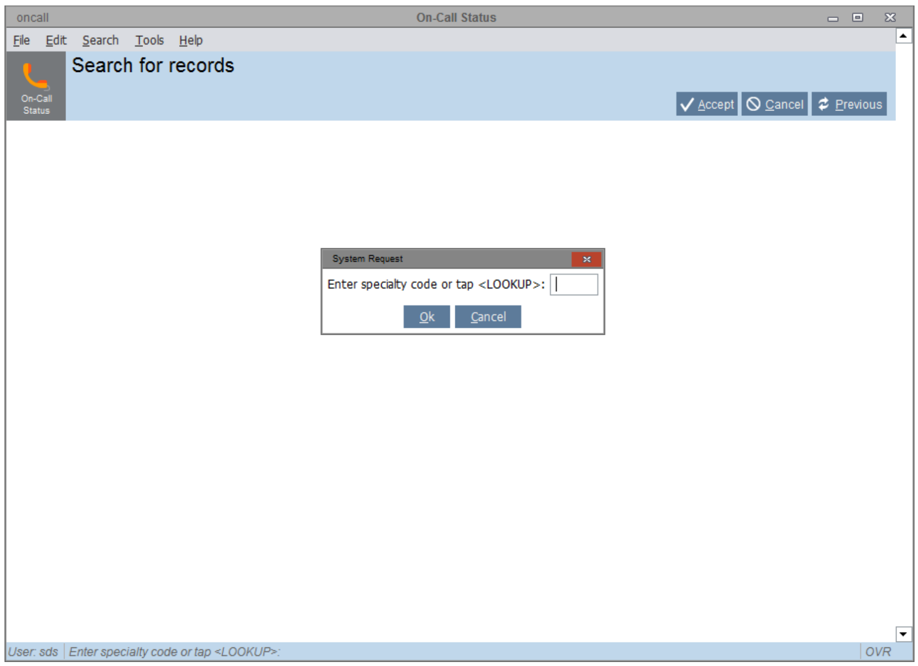
Viewing On-Call Status Records

Use the On-Call Status screen to view a list of officers on call. You can sort the list based on the specialty that you need. The software lists the officers in the order you should call them. (The order is determined in the On-Call Scheduling table.)

To view On-Call Status records:

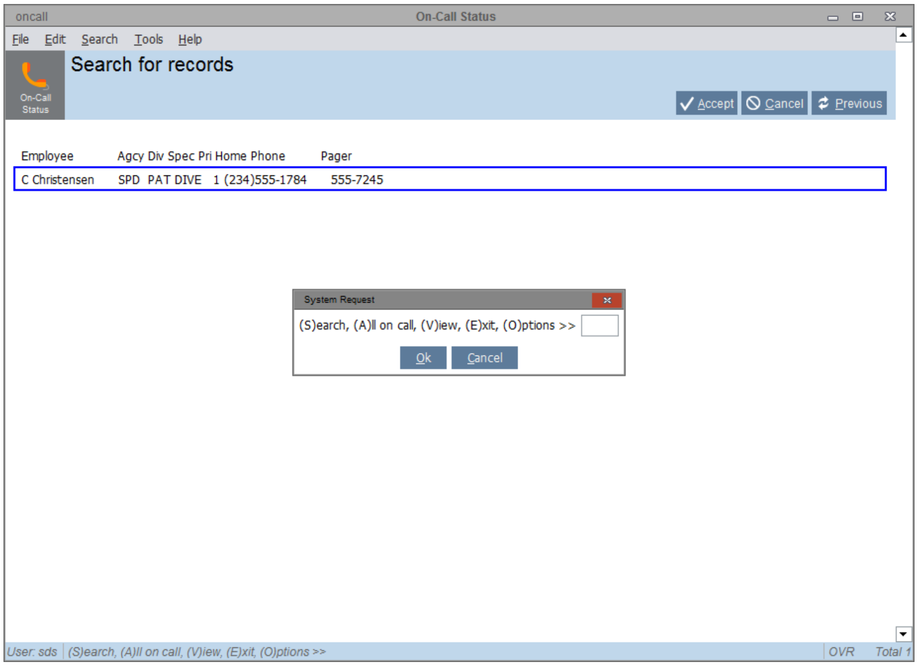
1. At the command line, enter **`oncall`**.

   The On-Call Status screen opens with the following dialog box



2. Enter the specialty code. If you do not know the code, press Ctrl+E and select the appropriate code from the list.
3. Click **OK** or press Enter.

A list appears, showing the officers who are on call and who have the selected specialty, as well as a dialog box



4. You can use the list and/or the dialog box to perform any of the following actions.

To	Do this
View one of the On-Call Scheduling records in the list	1. Press the Up Arrow or Down Arrow key to highlight that officer's name. 2. Enter **V**, and then press Enter.
Exit the On-Call Status screen	Enter **E**, and then press Enter.
Search the On-Call Status table again	1. Enter **S**, and then press Enter. 2. Repeat steps 3–4 in the main procedure.
View a list of all personnel currently on call (regardless of specialty)	Enter **A**, and then press Enter.
Display a window that lists and explains the On-Call Status screen commands	Enter **O**, and then press Enter. To close the window that appears, click **Accept** or press Enter.

Adding Resource Records

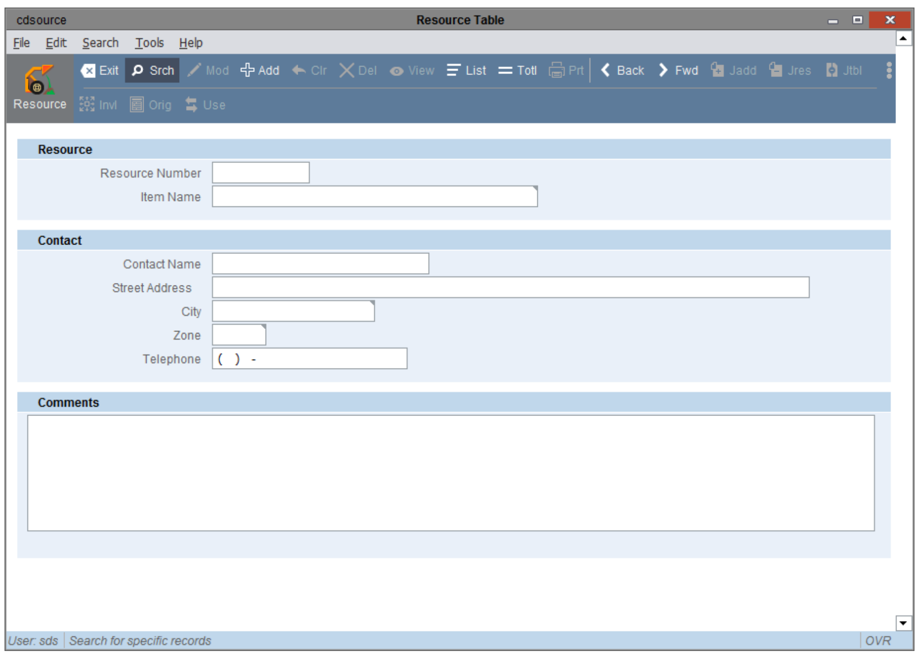
Use the Resource table to store information about equipment that is not owned by your department but is available to you upon request. This table lets you keep records of companies and individuals who offer goods or services that are available in emergency circumstances.

When a dispatcher enters the resource information (RI) command in the Computer-Aided Dispatch (CAD) module, the software obtains information from the Resource table and—if you have the Equipment Maintenance module—the Equipment table. The Equipment Maintenance module stores information about all equipment owned by your department.

To add a Resource record:

1. At the command line, enter **`resource`**.

   The Resource table opens



2. Click **Add**.
3. Enter information in the fields of the record.
   – For general information, see “Entering Data” on page 121.
   – For field descriptions, see “Fields on the Resource screen” on page 492.
4. Click **Accept** (Alt+A) to save the record.

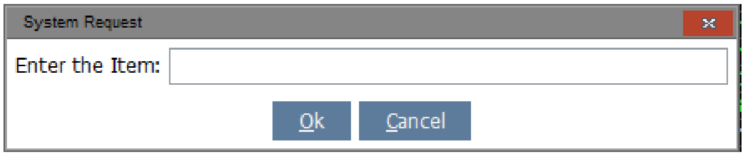
5. Click **Exit** to close the Resource screen.

Viewing Resource Records from CAD

To view Resource records from CAD:

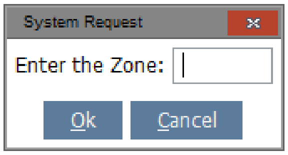
1. At the command line, enter **`cad`**.
2. At the command line, enter **`ri`**.

   The following dialog box appears.



3. Enter the code for the item, and then click **OK** or press Enter. If you do not know the code for the item, press Ctrl+E and select a code from the list.

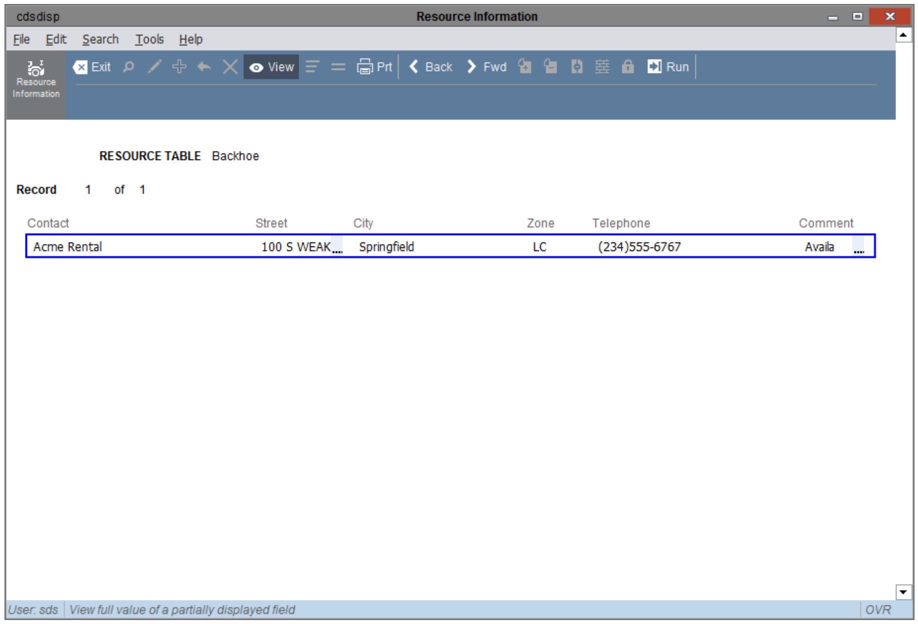
   The following dialog box appears.



4. Enter the zone of the call to which you want to dispatch the equipment, and then click **OK** or press Enter.

   The Resource Information screen opens with any agency equipment from the Resource table.
5. Click the **Resource** button.

The software displays resources from the Resource table.



6. Click the **Exit** button to return to CAD.

Chapter 10

Adding Dissemination and Demographic Summary Records

Jump to topic:

Overview

The Dissemination table allows you to track any information that your agency disseminates. You can record the full text of the disseminated information, and you can create a user-defined involvement to the Name record of the person or business receiving the information.

The Demographic Summary screen allows you to track information about the race and ethnicity of persons involved with routine traffic stops and any other law enforcement activities.

Use the following table to quickly find the information you need.

To learn how to	See
Add records for information that you give to a person, business, or institution outside your agency	"Adding Dissemination Records" on page 289
Add records for demographic summary information	"Adding Demographic Summary Records" on page 291

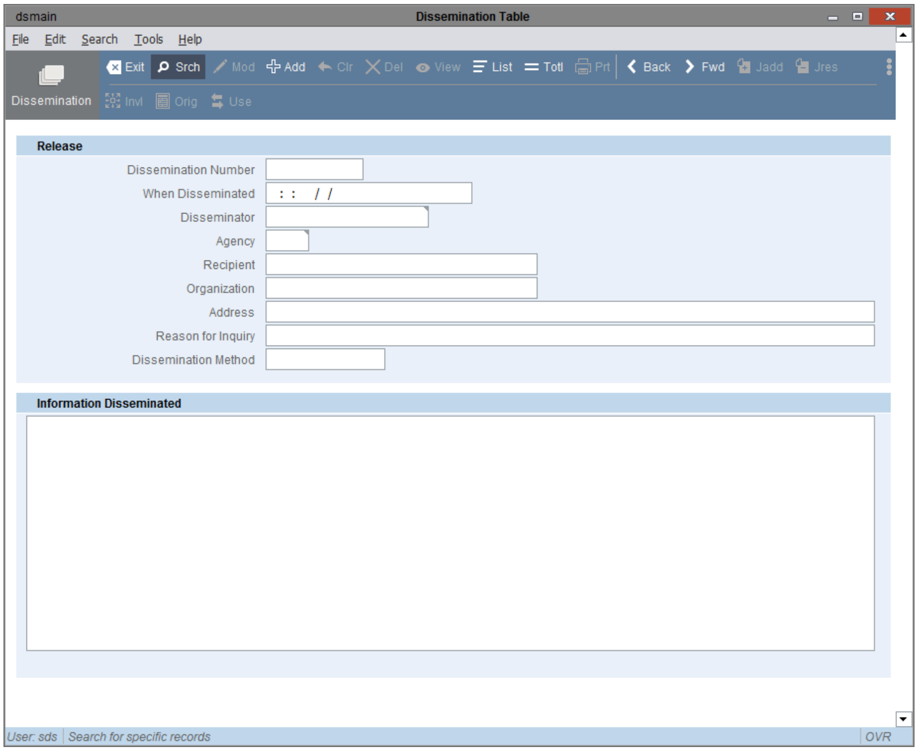
Adding Dissemination Records

The Dissemination table (`dsmain`) lets you track any information that your agency disseminates. You can record the full text of the disseminated information, and you can create a non-system involvement to the Name record of the person or business receiving the information.

Use the following procedure to record disseminated information:

1. Collect the information that you want to disseminate, and place it in a text file. For example, run a report such as List Format (`default.r2`) and save the output to a text file.
2. At the command line, enter **`dsmain`**.

   The Dissemination screen opens.



3. Click **Add**.

   The software enters the current time and date in the **When Disseminated** field, your login name in the **Disseminator** field, and your agency code in the **Agency** field. You can change the values in these fields as necessary.

4. Enter the appropriate information about the recipient in the **Recipient**, **Organization**, **Address**, **Reason for Inquiry**, and **Dissemination Method** fields.
5. In the **Information Disseminated** field, describe or include the information that you disseminated. To include the disseminated information, you can move the cursor to the **Information Disseminated** field and then perform the following steps:
   - Click **Editor** (Ctrl+E). The software opens the text editor and displays the disseminated information in the editor window.
   - Copy the text from the text editor and paste it into the **Information Disseminated** field.
6. Click **Accept** (Alt+A) to accept the Dissemination record.
7. Select the **Invl** button, and add a non-system involvement to the Name record for the person or organization receiving the disseminated information. The Involvements screen for the Disseminated record displays the name of the person or organization receiving the disseminated information.
8. Exit the Involvements screen.
9. Exit the Dissemination screen.

> **TIP**
>
> If your SAA has set up the software to use non-agency partitioning or password protection, you can protect a Disseminated record using either of these options. Disseminated records can also be agency partitioned.

Adding Demographic Summary Records

The Demographic Summary screen (`rcmain`) lets you record information about the race and ethnicity of persons involved with routine traffic stops and any other law enforcement activities. Recording this information allows your agency to compile statistics to show whether racial profiling takes place. Your agency might use such information as a defense in lawsuits.

Before you use the Demographic Summary screen, understand the way your agency records demographic summary information. Depending on how your SAA sets up the software, Demographic Summary records are created in the following ways:

- **Automatically.** In this case, the software automatically creates a Demographic Summary record when you add a Traffic Stop record in the Computer-Aided Dispatch (CAD) module. You can open the Demographic Summary record from CAD and enter additional information. This method indirectly ties the Demographic Summary record to a Law Incident record. In CAD, the Demographic Summary screen is called the Bias-Based, Racial Profiling screen. For instructions, refer to the *CAD User's Guide*.
- **Manually.** In this case, the software does not automatically create Demographic Summary records. You must add such records in the Demographic Summary screen. The software does not automatically link the Demographic Summary record to a Traffic Stop record. An agency might use this method to avoid creating statistics for individual officers.

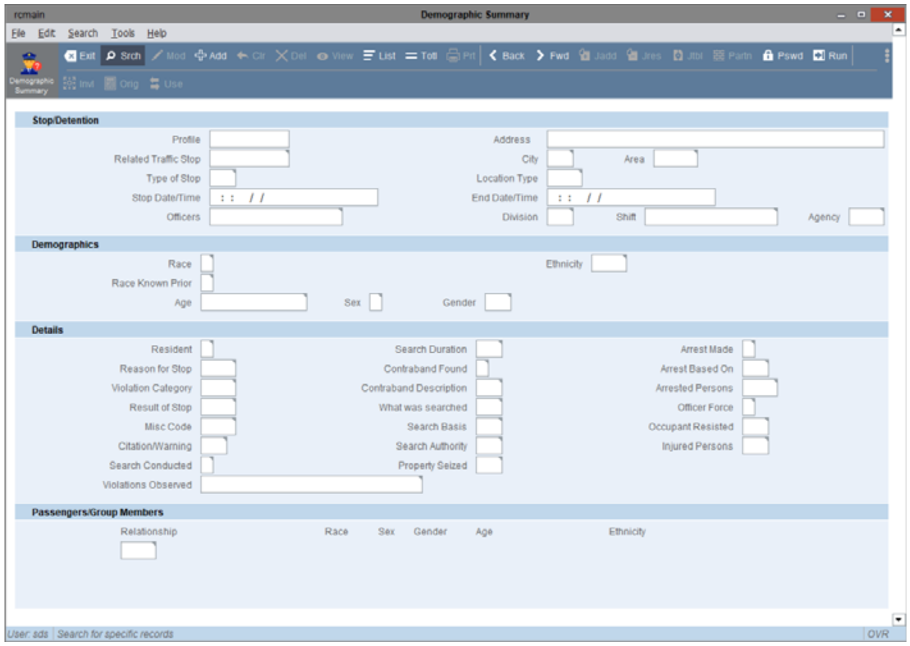
Adding Demographic Summary records manually

To add a Demographic Summary record manually:

1. Do one of the following:
   - From the Hub menu, select **Demographic Summary**.
   - At the command line, enter **`rcmain`**
   - In CAD, at the command line, enter **`rc`**.

> **NOTE**
>
> In CAD, the `rcmain` table is named the Racial Profiling screen. However, the function and look of the screen is the same as the Demographic Summary screen.

The Demographic Summary screen opens.



2. Click **Add**.
3. Complete the fields in the following areas:

– **Stop/Detention**. Use to track information related to the traffic stop or incident. See “Stop/Detention area” on page 492.

– **Demographics**. Use to track information related to the demographics of the person involved in the traffic stop or incident. See “Demographics area” on page 493.

– **Details**. Use to track additional information about the involved person, as well as the traffic stop or incident. See “Details area” on page 494.

– **Passengers/Group Members**. Use to track information related to any passengers or additional persons involved with the traffic stop or incident. To enter information about an additional person, click **Detail** to open the detail window, and then complete the appropriate fields. See “Passengers/Group Members area” on page 495.

4. Click **Accept** (Alt+A) to save the record.

Linking Demographic Summary records

Demographic Summary records can be linked to Law Incident records.

To link a Demographic Summary record to a Law Incident record:

1. From the Demographic Summary screen, move the cursor to the **Misc Code** field.

   A **Detail** button appears next to the field.

2. Click **Detail**.

   The Miscellaneous Codes detail window opens.

3. Click **Add**.
4. In the **Code** field, select `LAW - Related Incident Number` from the drop-down list.
5. Click **Accept.**
6. In the **Misc** field, enter the Incident Number.
7. Click **Accept.**
8. Repeat steps 3–7 for each additional code.
9. Close the detail window.

Chapter 11

Searching for Records

Jump to topic:

Overview

This chapter describes how to use powerful search capabilities. Use the following table to quickly find the information you need.

To learn how to	See
Search for records in a specific table, such as the Names table.	"Searching a Table" on page 298
Use different search types. For example, you can select the "Between" search type to search for law incidents that occurred between two dates.	"Changing the Search Type" on page 301
Select and enter the correct search criteria for various types of fields.	"Entering Search Criteria" on page 309
Use special characters to broaden what text can be entered into **Comments**, **Supplement**, and **Narrative** fields.	"Using Special Characters" on page 314
Use wildcard characters to broaden your search. For example, you can enter a wildcard character to ensure that you find all possible spellings of a name.	"Using Wildcard Characters" on page 317
View a list of records that match your search criteria. The records found by a search are called "the search set."	"Viewing the Results of a Search" on page 319
Clear the search set so that you can again access all the records in the current table.	"Clearing a Search Set" on page 326
Expand a search by combining two or more search sets from the same table. For example, in the Names table, you can combine a search for a six-foot Caucasian male residing in Watertown with a search for a six-foot Caucasian male residing in Johnson Creek and a search for a six-foot Caucasian residing in Hazelwood. The Join Add (**Jadd**) button finds any record that matches the search criteria specified for *any* of the searches.	"Combining Search Sets in a Table (Join Add)" on page 327

To learn how to	See
Restrict the results of two or more searches of the same table. For example, in the Names table, you can restrict a search for a six-foot Caucasian male with a rose tattoo on his right arm to only those men who also have a facial scar. The Join Restrict (**Jres**) button finds only those records that match all the search criteria specified for *all* of the searches.	"Restricting Search Sets in a Table (Join Restrict)" on page 328
Combine the search sets from two or more tables. The **Jtbl** (Join Table**)** button finds records that match the search criteria for all the specified tables. For example, you can search for Name records for six-foot Caucasian males who have involvements to a Ford Mustang.	"Searching Multiple Tables (Join Table)" on page 329
Use the Geobase module to search on addresses.	"Searching on Addresses with Geobase" on page 334
Use the Inquire command to make name, vehicle, and property inquiries without opening the table that you want to search—for example, perform a license plate inquiry without opening the Vehicle table.You can enter the Inquire command at the command line.	"Inquiring about Name, Vehicle, and Property Information" on page 339

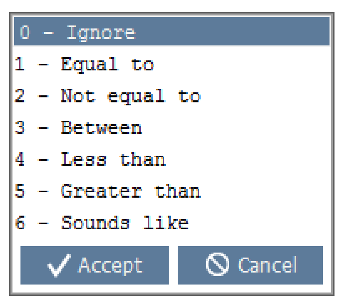
Searching a Table

To search for specific records in a table:

1. Open the desired table from which to find records. For example, to search for a Name record, open the Names table. See “Opening a screen” on page 94.
2. Click **Search**, or place the cursor in the field that you want to search on.

> **TIP**
>
> To move directly to a field, you can also highlight the **Srch** button and press the Spacebar. The software numbers the fields, and a dialog box appears. Enter the number of the field you want to go to, and then press Enter.

3. Use the default search type for the field, or select a different search type. The default search type for any field is `Equal to`. Using the various search types, you can broaden or narrow your search as required. For example, by changing the search type to `Sounds like`, you can ensure that your search finds alternative spellings of the value you enter.

To	Do this
Use the default search type	Go to step 6.
Change the search type	1. Press Ctrl+N. A list of search types appears.  2. Select the appropriate search type from the list. For information about the various search types, see “Changing the Search Type” on page 301. 3. Go to step 6.

4. Enter the search criteria for the field. For example, to search for persons whose last name sounds like Jones, enter **Jones**. See “Entering Search Criteria” on page 309.
5. Repeat steps 4–6 for each additional field you want to search on.

6. When finished, click **Accept** (Alt+A) to begin the search.

If	Do this
The software does not find any matching records, the following message appears: `No matching records found; add a new record (Y/N)?` (If you search the Vehicle or Property table, this message appears in two separate dialog boxes.)	Add the record, or search again. • To add a new record, click **Yes** or press Enter. For information about adding a record, see "Adding Records" on page 67. • If you do not want to add a new record, click **No** (Alt+C). You can perform a new search using different search criteria.
The software finds one or more matching records and displays the first record in the search set.	Go to step 9.

7. Select the **List** button to view a list of all records found by your search. These records are called the "search set" or "selection set." See "Viewing the Results of a Search" on page 319.

   The list screen opens.

> **NOTE**
>
> Your SAA can set up the software to automatically display the list screen when you perform a search from the Names screen and the search finds more than one record.

8. Use the mouse or the keyboard to open any record in the list.

To open a record	Do this
Using the mouse	Double-click the record.
Using the keyboard	Press the Up Arrow or Down Arrow key to select the record, and then press Enter.

9. Do any of the following:

   – If the current record is the record you need, work with that record using the buttons on the toolbar.

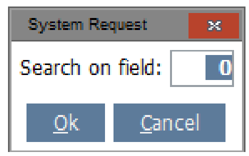
   – If the current record is not the record you need, click **List** to return to the list window and then open another record in the search set. If the record that you need is not in the search set, close the list and click **Srch** to perform another search using different search criteria.

– Click **Exit** to close the record and the table.

Moving directly to a field using the keyboard

To move directly to a field using the keyboard:

1. Open the table from which to find records.
2. Highlight the **Srch** button by pressing the arrow keys. Do not click the **Srch** button.
3. Press the Spacebar to number each field on the screen and display the following dialog box.



> **TIP**
>
> To display this dialog box, click **Srch**, and then press Ctrl+O.

4. Enter the number of the field that you want to search on.
5. Click **OK** or press Enter.

   The cursor moves to that field. If you move the cursor to a comments field, the software opens the text editor.

Changing the Search Type

The software offers the following search types:

- `Ignore`
- `Equal to`
- `Not equal to`
- `Between`
- `Less than`
- `Greater than`
- `Sounds Like`

The search type that you select for a field determines how the software uses the search criteria that you enter in that field.

For example, if you apply the `Not equal to` search type to the **State** field in the Vehicle table, and you enter **`TX`** as the search criteria for that field, then the software searches for Vehicle records in which the **State** field contains any entry other than `TX`. Because the software interprets an empty field as containing a blank value, it finds Vehicle records in which the **State** field is blank, as well as Vehicle records that contain a state other than `TX`.

The default search type for all fields is `Equal to`. If you do not select a different search type, the software searches for data that matches the search criteria you enter. For example, if you enter **`Anderson`** in the **Last** field on the Names screen, the software finds only those persons whose last name is Anderson.

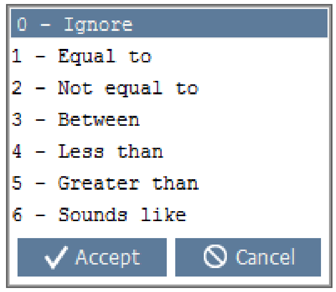
Select a search type that is appropriate for the type of field. For example, for a **Name** field, use the `Equal to` or `Sounds like` search type, or for a date field, use the `Between` search type. You can select a different search type for each field used in the search.

To change the search type:

1. Place the cursor in the field for which you want to enter search data.

   The **Type** button is displayed next to the field.

2. Click the **Type** button (Ctrl+N) to open the list of search types.



3. To select a search type, do one of the following:
   - Double-click the search type.
   - Click the search type, and then press Enter.
   - Enter the number for the search type, and then press Enter.
   - Enter the first letter of the search type, and then press Enter.
   - Press the Up Arrow or Down Arrow key to select the search type, and then press Enter.

> **NOTE**
>
> To close the list of search types without changing the search type, click **Cancel** (Alt+C).

Using the various search types

When you select a search type, the software erases any data in the field, so select the search type before you enter the data to search for. The following sections describe how to use each search type.

Using the "Ignore" search type

If you enter a search value in a field and then decide to have the software ignore this field during the search, move the cursor back to the field and select the `Ignore` search type. The software clears the value from the field.

Using the "Equal to" search type

`Equal to` is the default search type for all fields. Therefore, select this search type to reapply the default search type to a field after you select a different search type.

When you select the `Equal to` search type for a field, the software searches for records in which the selected field contains the exact characters that you enter as the search criteria. The `Equal to` search type is best suited for coded fields, such as the **Birth State** field in the Names table.

For non-coded fields, use the `Equal to` search type only when you are sure about the spelling of the information. Otherwise, use `Sounds like`.

Using the "Not equal to" search type

When you select the `Not equal to` search type for a field, the software searches for all records in which the selected field contains any information *other than* the search criteria you enter in the field.

For example, to search for all Name records of persons who are not White/Non-Hispanic:

1. In the Names screen, place the cursor in the **Race** field, and click the **Type** button (Ctrl+N).
2. Select the `Not equal to` search type, and enter **`W`** in the **Race** field.
3. Click **Accept** to begin the search.

You might also use the `Not equal to` search type to search the Property table for all records in which the **Agency** value is not `SPPD` (Springfield Police Department) or all records in which the **Total Value** field is not blank.

Using the "Between" search type

A `Between` search finds any value that lies within the range of values you enter.

The `Between` search type is especially useful for date fields and other fields that contain numbers. For example, you can search for Law Incidents that were reported within a range of dates.

To find the Name records of all men whose height is within the range 6'00–6'02":

1. In the Names table, click **Srch**.
2. In the **Sex** field, select `M`.
3. Place the cursor in the **Height** field, and click the **Type** button (Ctrl+N).
4. Select the `Between` search type. The cursor returns to the **Height** field and the information line, located at the bottom of the screen, displays the following prompt:

   ```
   Enter 1st value
   ```

5. Enter **`600`**. Then, press Enter. The following prompt appears:

   `Enter 2nd value`

6. Enter **`602`**.
7. After you finish entering search criteria, click **Accept** (Alt+A).

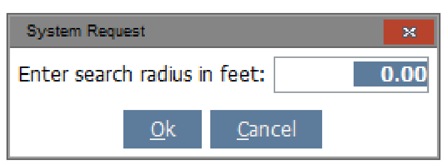
   The software displays the first record in the search set. Each record's **Height** field contains the value 6'00", 6'02", or any value between the two.

> **TIP**
>
> To also find records of men for whom no height is entered, you can use the **JAdd button** to combine the above search with another search in which you select `Equal to` as the search type for the **Height** field and then enter a blank as the value to search for.
>
> After you enter the blank value (by pressing the Spacebar in the field) and you click **Accept** to begin the search, the software displays the following prompt: `Select only those records for which this string is blank (Y/N)`? Click **Yes** or press Enter.
>
> See "Combining Search Sets in a Table (Join Add)" on page 327 for information on using the **JAdd button**.

Address fields

- When you select the `Between` search type on the **Address** field, the software searches a specified radius around the address. Using this method your agency can more easily perform searches to determine if a registered sex offender's address complies with your state's proximity requirements.

  When you select the `Between` search type on the **Address** field, the software displays the following dialog box.

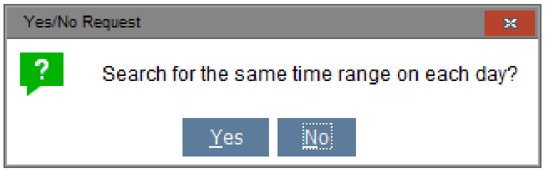


  Enter the number of feet that you want included in the search radius and click **OK**. Then, click **Accept**.

Time-date fields

Your SAA can set up the software to give you additional search options when you select the `Between` search type on time-date fields. Your software works in one of the following ways:

- When you perform a `Between` search on a time-date field, the software asks you to enter the 1st value and the 2nd value (the search works the same as on any other field).
- When you perform a `Between` search on a time-date field, the following dialog box appears.

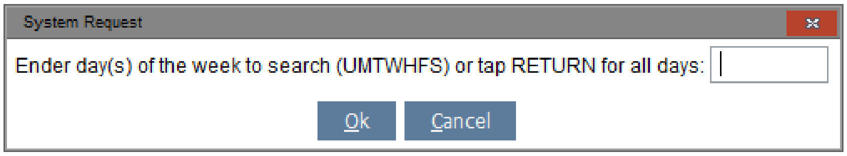


You have the following options:

– Click **No** (Alt+C) to perform a normal `Between` search. For example, click **No** to search for all law incidents that were reported between 8 a.m., August 18 and 5 p.m., August 23.

– Click **Yes** or press Enter to perform a search on a specific time of day between two dates. For example, click **Yes** to search for all law incidents that were reported between 8 a.m. and 5 p.m. on any day within the date range August 18–August 23. This feature is useful if you know the approximate time of day the incident was reported but not the exact date.

- When you perform a `Between` search on a time-date field, the following dialog box appears.



Either enter the day or days to search on (such as **`UFS`** for Sunday, Friday, and Saturday), or press Enter to search on all days.

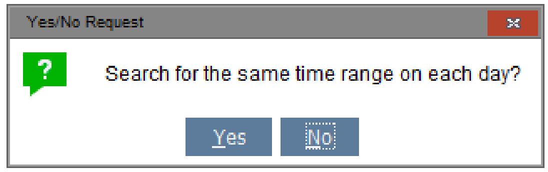
- When you perform a `Between` search on a time-date field, both of the previous dialog boxes appear.

Time-date example

To search for a specific time of day within a specific range of dates:

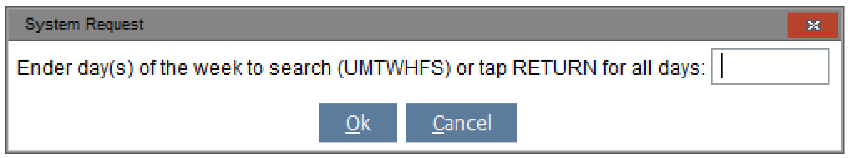
1. Place the cursor in the time-date field you want to search on. For example, to find any wanted person to whom someone tried to serve a warrant at a particular time of day within a particular date range, place the cursor in the **Attempts** field on the Wanted Person screen.
2. Click the **Type** button (Ctrl+N).

3. Select the `Between` search type. The following prompt appears.



4. Click **Yes** or press Enter.

   The following prompt appears.



5. Either enter the day or days to search on (for example, enter **`UFS`** to search on Sunday, Friday, and Saturday), or press Enter to search on all days.

   On the information line, the following prompt appears: `Enter Beginning Time and First Day`

6. Enter the earliest time of day to search on and the first date of the date range. For example, enter **`200000 05012002`** for 8 p.m., May 1, 2002.

   The following prompt appears: `Enter Ending Time and Last Day`

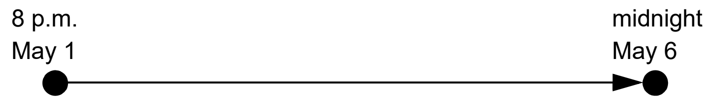
7. Enter the latest time of day and the last date of the date range. For example, enter **`235959 05062002`** for midnight, May 6, 2002.

8. When finished, click **Accept** (Alt+A).

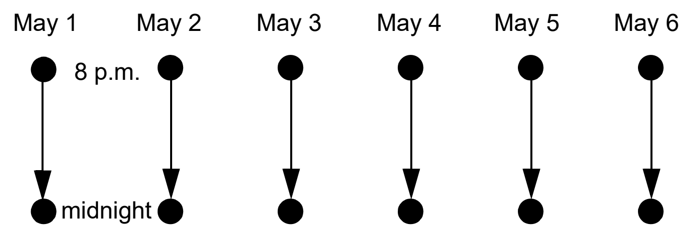
   The software performs the search and displays the first record in the search set.

The following example illustrates the results from a regular `Between` search and a `Between` search on a specific time of day within a specific date range.

Results of normal Between search on a time-date field



Results of Between search using a time period and a date range



Using the “Less than” search type

Use the `Less than` search type to search for values that are less than the search criteria you enter in the field, such as:

- Numbers that are lower than the search criteria
- Dates or times previous to the search criteria
- Words that come before the search criteria alphabetically

Examples

To search the Property table for a set of golf clubs recovered before May 2002:

1. In the Property table, click **Srch**.
2. In the **Item** field, select `Golf Clubs`.
3. In the **Date Recov/Rcvd** field, click the **Type** button (Ctrl+N).
4. Select `Less than`, and then enter **`05/01/2002`**.
5. Click **Accept** to begin the search.

To search the Names table for persons who weigh less than 185 pounds, in the **Weight** field, select the `Less than` search type and enter **`185`**.

Using the “Greater than” search type

Use the `Greater than` search type to search for values that are greater than the search criteria you enter in the field, such as:

- Numbers that are greater than the search criteria
- Dates or times that are more recent than the search criteria
- Words that come after the search criteria alphabetically

Examples

To search the Vehicle table for a Cadillac manufactured in 1996 or later:

1. In the Vehicle table, click **Srch**.
2. In the **Make** field, select `CADI`.
3. In the **Vehicle Year** field, click the **Type** button (Ctrl+N).
4. Select `Greater than`, and then enter **`1995`**.
5. Click **Accept** to begin the search.

To search the Property table for items that have a value of $300 or more, in the **Total Value** field, use the `Greater than` search type and enter **`$299.99`**.

Using the “Sounds like” search type

Use the `Sounds like` search type to search for a name or other word that sounds like the search criteria. This is useful when you are unsure of a name or its spelling.

For example, if you receive a complaint about a suspect whose last name sounds like “Doll,” but you do not know the spelling, then in the **Last** field, select the `Sounds like` search type and enter **`doll`**. The software finds records for persons with last names similar in sound to Doll, including Dahl, Dahle, Dali, Dole, and Dale.

Using `Sounds like` instead of `Equal to` can help you avoid adding duplicate records, such as records in which one person’s name is spelled two ways.

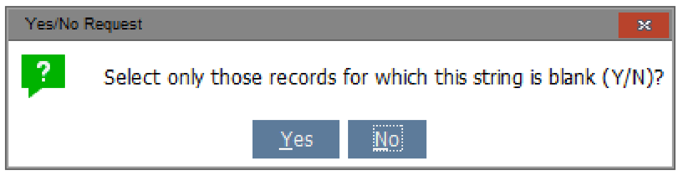
The `Sounds like` search type is not available for some types of fields, such as time-date fields. When unavailable, the search type does not appear on the list of search types.

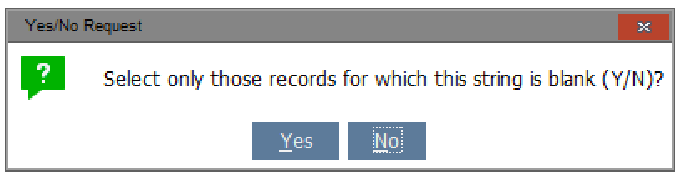
You can use the asterisk (**`*`**) wildcard character in `Sounds like` searches.

Entering Search Criteria

Use the following guidelines for entering search criteria.

<table>
<tr><th>Field Type</th><th>Guidelines</th></tr>
<tr><td rowspan="3">In any field</td><td>Enter search criteria into only those fields that you want to search on. The software ignores empty fields.</td></tr>
<tr><td>To search for records in which a specific field is blank, perform the following steps.

Move the cursor to the field, and select the <code>Equal to</code> search type.
Press the Spacebar to enter a blank in the field, and then press Enter to move the cursor to the next field.
The following message appears.


Click Yes or press Enter.
</td></tr>
<tr><td>If you enter search criteria in a field and then decide to erase it, use the Backspace key to delete the data. When you move the cursor to another field, the following message appears.


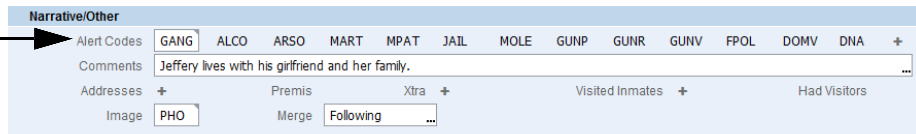
To search for records in which this field is blank, click Yes or press Enter. To ignore this field in the search, click No.</td></tr>
<tr><td rowspan="2">In a free-text field</td><td>Enter the search criteria in the field. The search is not case-sensitive, so you can use either uppercase or lowercase letters.</td></tr>
<tr><td>If a word has alternate spellings, use a wildcard character in the place of one or more characters. For more information, see “Using Wildcard Characters” on page 317.</td></tr>
<tr><td rowspan="2">In a coded field</td><td>Select a code from the list of valid codes as described in “Entering Data in Coded Fields” on page 136.</td></tr>
<tr><td>If a coded field displays both the code and code description on the screen, search on either the code or code description.</td></tr>
<tr><td>In a comments field</td><td>Use wildcard characters to search for a specific word, word phrase, or character string in a narrative or a comments field. For more information, see “Using Wildcard Characters” on page 317.</td></tr>
</table>

Entering search criteria in detail fields

When you enter search criteria in one or more detail fields, the software searches for main records that have Detail records matching your search criteria. The method you use to search on a detail field depends on the number of Detail records—and number of fields within that Detail record—that appear on the main screen.

For example, the **Alert Codes** detail field on the Names screen displays information from 13 Detail records.

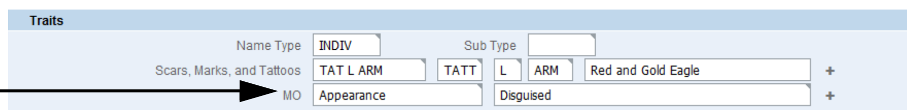
Alert Codes field



Each field is a separate Detail record. You can enter search criteria in one or more fields. For example, you can enter **ALCO** for Alcoholic in the first field and **ASSP** for Assaulted Police Officer in the second field to search for Name records that contain both alert codes.

The **MO** detail field on the Names screen displays information from two Detail records. Each Detail record has two fields.

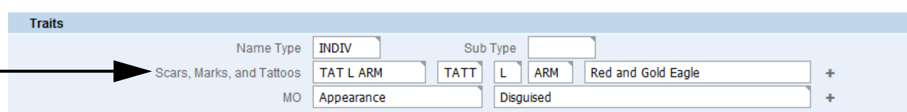
MO field



You can search for two Detail records at a time. For each Detail record, you can enter search criteria in one or both fields.

The **SMT** detail field on the Names screen displays only one Detail record.

SMT field



The Detail record has five fields. You can enter search criteria in one or more fields. However, you can search for only one SMT Detail record at a time. Use the Join Restrict (**Jres**) button to extend your search capabilities. (See “Restricting Search Sets in a Table (Join Restrict)” on page 328.)

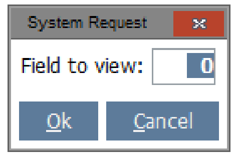
Displaying the results of a search

When you search on a detail field, you might need to open the detail window to view the Detail record(s) that match your search criteria.

To open a detail window and view all the Detail records:

1. With the main record on the screen, select the **View** button.

   The software numbers the fields on the screen and displays the following dialog box.



2. In the **Field to view** field, enter the number of the detail field that you want to view.
3. Click **OK** or press Enter.

   The software opens the detail window and displays all the Detail records.
4. Click **Exit** to close the detail window.

Using search types in detail fields

When you search on a detail field, you can use the same search types that you use in other fields. See “Using the various search types” on page 302. This section describes how different search types affect the outcome of a search.

Example	If you enter	The software searches for
1	The `Not equal to` search type in every field in a Detail record	Main records in which at least one Detail record matches *all of the search criteria* (all the `Not equal to` conditions) that you entered in the detail fields
2	Any search type other than `Not equal to` **-or-** a combination of any search type and the `Not equal to` search type	Main records in which at least one Detail record matches *any of the search criteria* you entered in the detail fields

The following table shows the results from three different searches that use the search type described in Example 1.

Search	Detail field	Field in the Detail record	Search criteria	*None* of the Detail records is for
1	Alert Codes	Code	ALCO (not equal to)	The code ALCO
2	SMT	NCIC Type Position Part Comment	Tattoo (not equal to) Leg (not equal to)	A tattoo on a leg The Name records might contain Detail records that have tattoos on other body parts or other types of marks on the leg.
3	MO	Factor Method	Tools (not equal to) Rope (not equal to)	A rope as the tool The Name records might contain Detail records that have other types of tools.

The following table show the results from five different searches that use the search types described in Example 2.

Search	Detail field	Field in the Detail record	Search criteria	At least one Detail record is for
1	Alert Codes	Code	ALCO (equal to)	The code ALCO
2	SMT	NCIC Type Position Part Comments	Tattoo (equal to) Leg (equal to)	A tattoo on a leg
3	SMT	NCIC Type Position Part Comments	Tattoo (equal to) Leg (not equal to)	A tattoo that is not on a leg
4	SMT	NCIC Type Position Part Comments	Tattoo (not equal to) Leg (equal to)	A mark, that is not a tattoo, on a leg
5	MO	Factor Method	Tools (equal to) Rope (not equal to)	A tool that is not a rope

In some tables, the software displays more than one Detail record on the main screen. For example, the **Alert Codes** field on the Names screen can display up to 13 alerts codes. You can enter multiple search criteria in this type of detail field. The following table shows the results from four different searches that use this type of detail field.

Search	Detail field	Field in the Detail record	First set of search criteria	Second set of search criteria	Detail records have
1	Alert Codes	Code	`ALCO` (equal to)	`DOMV` (not equal to)	The code `ALCO` and *not* the code `DOMV`
2	Alert Codes	Code	`ALCO` (not equal to)	`DOMV` (not equal to)	Neither the code `ALCO` nor the code `DOMV`
3	MO	Factor Method	Tools (equal to) Rope (not equal to)	Cigarette (not equal to) Marlboro (not equal to)	Any tool other than a rope *and* no Marlboro cigarettes
4	MO	Factor Method	Tools (equal to) Rope (equal to)	Cigarette (equal to) Marlboro (not equal to)	A rope as the tool *and* cigarettes that are not the brand Marlboro

Using Special Characters

Special characters are supported in the **Comments**, **Supplement**, and **Narrative** fields. Reports with a `.x` printing format also support special characters. For more information on running or printing reports with `.x` format, see "Printing Records or Reports with a .x Print Format" on page 408.

The following table lists the screens and fields that support special characters.

Screen	Field
Names	Comments
Accident	Comments
Traffic Citation	Comments
EMS Incident	Narrative, Supplement
Field Interviews	Comments
Fire Field Interviews	Narrative
Fire	Narrative, Supplement
Fire Incident Narrative	Narrative
Law	Narrative, Supplement
Traffic Warning	Comments
Wanted Persons	Remarks
Arrest Narrative	Narrative

Searching for special characters

Special characters can be used when searching in fields that support them. Some special characters are included in the search when searching for their Roman alphabet counterparts. The following table lists which special characters can be searched using their Roman alphabet counterpart.

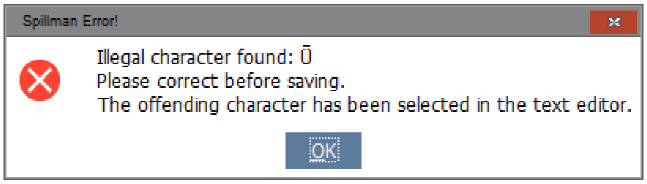
Roman characters	Special characters
A, a	Á, á (Spanish) Ā, ā (Hawaiian)
E, e	É, é (Spanish) Ē, ē (Hawaiian)

Roman characters	Special characters
I, i	Í, í (Spanish) Ī, ī (Hawaiian)
O, o	Ó, ó (Spanish) Ō, ō (Hawaiian)
N, n	Ñ, ñ (Spanish)
U, u	Ù, ú (Spanish) Ü, ü (Spanish) Ū, ū (Hawaiian)
‘ (apostrophe)	ʻ (‘okina) (Hawaiian)

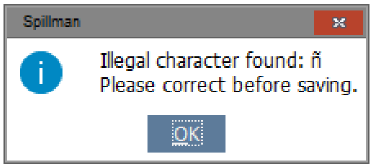
Removing unsupported characters

The software notifies users when special characters are entered that are not supported.

If unsupported characters are entered in the text editor, and an attempt is made to save the record, then the software displays an error listing the illegal characters.

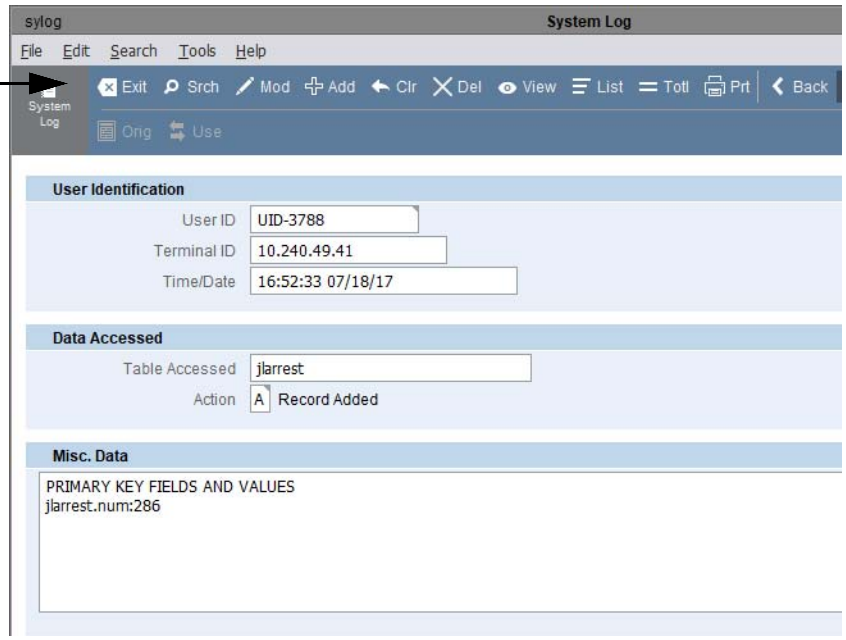


If unsupported characters are entered in a field, then the software displays an error listing the illegal characters entered.



After the notification is closed, the first unsupported character is highlighted in the field or text editor. Remove or change the unsupported characters, and then save the record.

Highlighted special character



Using Wildcard Characters

In many fields, you can use wildcard characters when you are unsure of the spelling of a word or the digits in a number. The software uses the following wildcard characters:

- Question mark (`?`)
- Asterisk (`*`)
- Brackets (`[]`)

When using wildcard characters, follow these general guidelines:

- When the software performs a search, spaces *before* and *after* the value(s) you enter are considered characters. Therefore, be sure that you do not insert unnecessary spaces when you enter search value(s). For example, if you insert a space before you enter the name **`Anders?n`**, the software will not find a record match—even if there are several Andersons in the database.
- You can use wildcard characters with the `Equal to` and `Not equal to` search types. See "Using the various search types" on page 302.
- With the exception of date fields, amount fields, and record number fields, you can use wildcard characters in most fields.
- The question mark (`?`) is the only wildcard character you can use in phone number and Social Security number fields.

The following table explains how to use each wildcard character.

Wildcard character	Description
Question mark (`?`)	Use in place of *a single* character (including letters, numbers, special characters, and spaces) in a specific position. **Example:** You need to find the Name record for Richard Anderson. However, you are not sure whether his last name is spelled Anders*o*n or Anders*e*n. To find both spellings, enter **`Anders?n`**. **Example:** You are not sure whether a phone number is (801)55*2*-0345 or (801)55*3*-0345. To find both alternatives, enter **`(801)55?-0345`**. The software finds any phone numbers that match the specified criteria and have any character in the position of the question mark.

Wildcard character	Description
Asterisk (*)	Use in place of any number of characters (including letters, numbers, special characters, spaces, and null characters) in a specific position. **Example:** You need to find the Name record for Richard Anderson. However, you do not know whether the first name was entered as Rich, Richie, or Richard. To find all possible spellings, enter **`Rich*`**. If you want to look for Dick, too, enter **`?ic*`**.
Brackets ([])	Use brackets to specify possible characters in a specific position. To specify a range of characters, use the dash (-). For example, to find the letters A, B, or C in a specific position, enter **`[ABC]`** or **`[A-C]`**. **Example:** Using the previous example of Richard Anderson, you could find all possible spellings of his first and last name by entering **`[DR]ic*`** and **`Anders[oe]n`**. The brackets perform the same function as the question mark (?), but the search is more specific.

Viewing the Results of a Search

After you search a table, you can display a list of the records found by the search. These records are called the *search set*. The list window contains a scroll bar and lets you use both the keyboard and the mouse to total, view, or narrow the search set.

Totaling the number of records in a search set

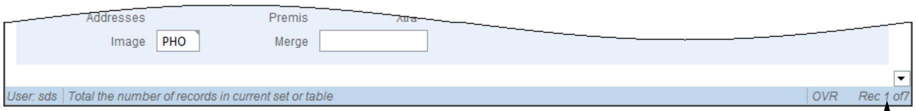
The method you use to total records depends on whether the software displays the first record found or a list of records. When you search the Names table, the software displays either the first record found or a list of records, depending on how your SAA set up the software. When you search any other table, the software always displays the first record found by the search.

TIP

To total the number of records in an entire table, open the table and click he **Totl** button without performing a search.

Totaling with the first record

If the software displays the first record in a search set, the information bar displays `Rec 1`. To total the number of records in the search set, click the **Totl** button. The information bar displays the number of the record being viewed and the total number of records in the search set.



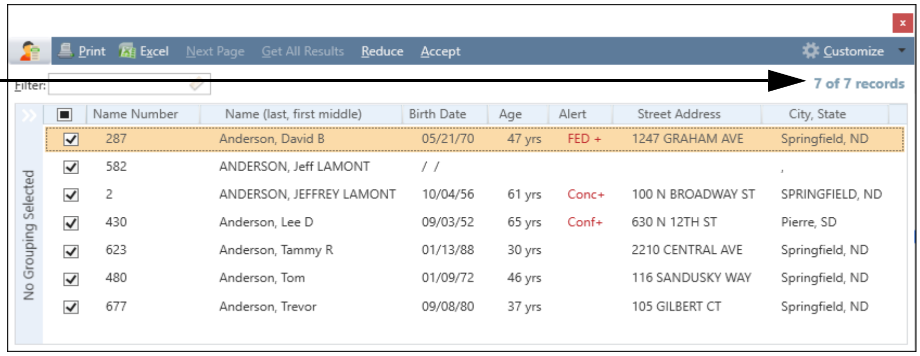
Total number of records

If you click **Totl** during a search, the software displays the first record found. The title bar keeps a running total of the records found.

Totaling with a list

If the software opens the list screen, it displays the number of records being viewed and the total number of records found in the upper-right corner.

Total number of records



To view more records on the page, use the scroll bar or arrow keys. To retrieve the next page of records from the database, click **Next Page**.

If more records exist than can be quickly calculated for the search, then the total number might be displayed as a question mark. To retrieve all records from the database at one time, and calculate the total number, click **Get All Results**.

Viewing individual records in a search set

To view the individual records in a search set when the software displays the first record found, see the following table for the appropriate action.

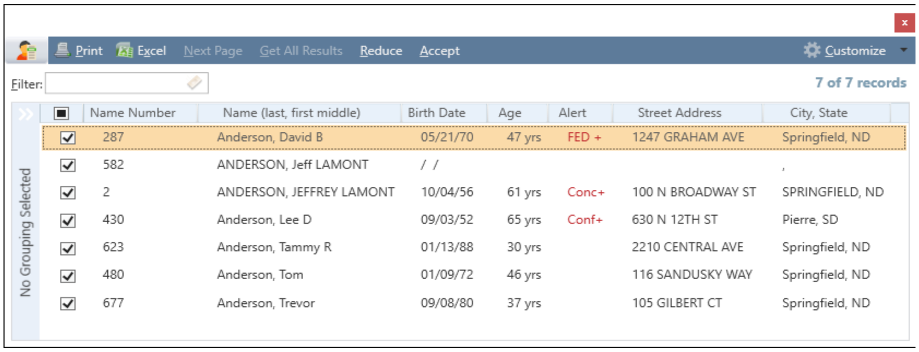
To move to	Do this
The next record in the search set	Select the **Fwd** button or press Ctrl+N.
The previous record in the search set	Select the **Back** button or press Ctrl+P.
The first record in the search set	Press the Home key or press Ctrl+A.
The last record in the search set	Press the End key or press Ctrl+G.

To view the individual records in a search set when the software displays a list of records, see “Viewing individual records in a search set” on page 320.

Viewing a list of the records in a search set

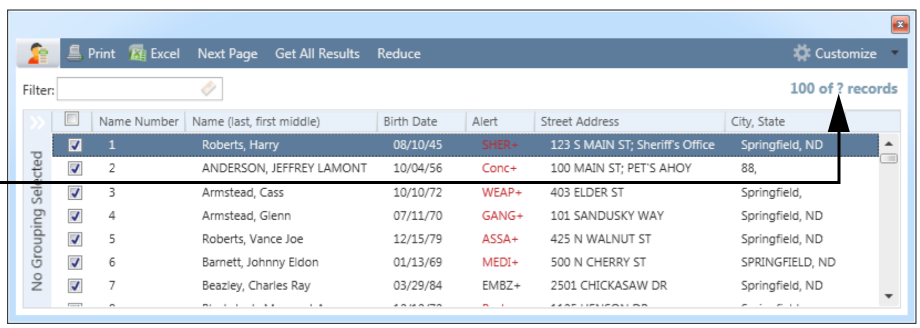
To view the records list in search set:

1. Perform a search, and then click the **List** button. You might not need to click **List**, if your SAA set the software to open the list of records directly for the table.



2. Locate the record you are searching for.
   - If the desired record is not in displayed, use the scroll bar to view additional records.
   - If the desired record is still not displayed, and a question mark (?) appears in the upper-right corner, then your search set might contain additional records that the server has not yet transferred to your computer.

A question mark indicates additional records are in the search set



3. Use the toolbar buttons or keyboard to navigate the search results.

To	Do this
View the next page of results	Click **Next Page**, or press the End key and then the Page Down key.
Navigate between pages	Press the Page Up or Page Down keys.

To	Do this
Move to the top or the bottom of the page	Press the Home key or End key.
Move between records	Press the Up Arrow or Down Arrow key.
Retrieve all records in the search	Click **Get All Results**. To cancel a retrieval in progress, click **Cancel**. All results found up to that point are displayed.

4. To sort or filter the search results, do one of the following:
   - To sort by column in ascending or descending order, click a column header.
   - To filter by data, enter text in the **Filter** field. As text is entered, the list narrows to only those records. For example, to filter the list for records that contain the word Mary, enter **`Mary`**.
5. Retrieve additional list records as needed to find the desired record. For information about the transfer and storage of search sets, see "Understanding how the software transfers and stores search sets" on page 324.

TIP

The software allows you to specify the number of search set records to transfer and store on your computer. For example, if you access the server over a slow connection, such as a mobile connection, you might want to transfer only a small number of records. For more information, see "Customizing the transfer and storage of search sets" on page 324.

6. To view a record from the list, double-click the record, or highlight the record, and then press Enter.

   The software opens the selected record.
7. To return to the list window, click the **List** button.

TIP

The list screen can be customized to create and save list configurations for later use. For more information, see "Appendix E" on page 511.

Narrowing a search set

If you perform a broad search, the software might locate more records than you want. Additionally, depending on the speed of your agency's network, your SAA might limit the number of records that you can find as the result of a search. If your search set is too large, or if the software stops the search and prompts you to narrow it, do one of the following:

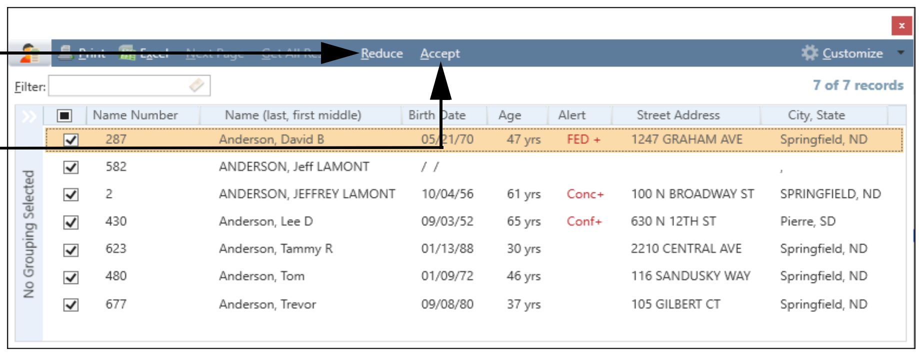
- Perform a new search, using more specific search criteria.
- Narrow your search set as described in this section.

Marking and unmarking records

When the list screen is opened after performing a search, the records in the search set are displayed. By default, a check mark appears next to each record, indicating that each record is included in the search set.

Reduce button

Accept button



To mark or unmark all records on the page at one time, select or clear the check box column.

To mark or unmark individual records, select or clear the check box for that record, or highlight the record and then press the Spacebar.

To remove records from the search set, clear the check mark for each unwanted record, and then click **Reduce**. The list is narrowed down to only those records still marked.

To accept changes to the search set so that the search can be used for different actions, click **Accept**. The new search set can then be used for an advanced search or updating information.

For more information about the actions that can be performed with a search set, see "Viewing the Results of a Search" on page 319.

Understanding how the software transfers and stores search sets

After you search a table, the software creates a search set from the records that match your search criteria. For information on working with search sets, see "Viewing a list of the records in a search set" on page 321.

The actual records from the search set are stored on your agency's server. When you open the list screen, the software extracts information from the records on the server, transfers that information to your computer, and creates the list of records. The software stores some of the listed records on your computer so that you can display them without accessing the server.

For example, if a search found 250 records, then depending on the speed of your network connection and the resources of your computer, transferring the entire search set to your computer might take a considerable amount of time. To display the list as quickly as possible, the software transfers and stores only part of the search set. The list screen can display a maximum of one page of records (approximately 19 records). By default, the software transfers two pages of records at a time and stores up to six pages of records on your computer.

For example, if you perform a search and open the list screen, and you use the default settings, then the software transfers the first two pages of list records to your computer. You can scroll through these records without accessing the server. If you navigate beyond the two pages (using the navigation buttons or appropriate keys on the keyboard, and there are more records in the search set, the software transfers up to another two pages of records to your computer.

If you use the default settings, the software stores six pages of list records on your computer (three times the transfer amount). If you navigate beyond the first six pages (using the navigation buttons or appropriate keys on the keyboard), the software discards some of the list records from the previous transfer. Each time you navigate beyond the set currently stored on your computer, the software transfers another set and discards some of the records.

> **NOTE**
>
> Use the scroll bar to scroll through the list records that are stored on your computer.

Customizing the transfer and storage of search sets

If you have a fast network connection, you can increase the number of list records that the software transfers to your computer. If your computer has sufficient memory, you can increase the number of records stored on your computer. By increasing the transfer and storage of these settings, you can

speed up the process of scrolling through list records. If you have a slow computer or a slow network connection (as for a mobile computer), you might want to transfer and store fewer list records.

To customize the transfer and storage of list records:

1. From the command center, select **File > Configure**.

   The Configuration screen opens.

2. Select the **General Settings** tab.

3. In the **List** area, do any of the following:

   – In the **Max Number of Pages per Transfer** field, specify the maximum number of pages of list records that the software is to transfer at a time. The default value is 2.

> **TIP**
>
> Setting the maximum number value too high might slow the display of list records.

   – In the **Max Number of Transfers to Store** field, specify the storage limit (the number of transfers or times of pages) that the software stores at one time. The default value is 3.

   For example, if the transfer value is 2 and the storage value is 3, then the software stores six pages of list records on your computer.

4. Click **Save** to save your changes.

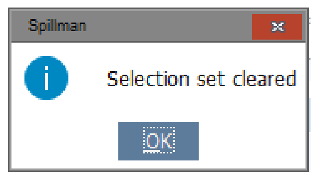
Clearing a Search Set

After you perform a search, the search set remains active until you clear the search set or perform another search. As long as a search set is active, you can view only the records in the search set. For example, if you searched for all persons with the last name Jones, you can view only the records found by that search.

To clear a search set:

1. From the main toolbar, click the **Clr** button, or press Ctrl+Z.

   The software clears the search set and displays the following message.

2. Click **OK** or press Enter.

TIP

You can also press Ctrl+Z in a field or at the command line to delete the entry.

Combining Search Sets in a Table (Join Add)

The Join Add (**Jadd**) button allows you to expand a search by combining two or more search sets from the same table. The resulting search set includes all records that match the search criteria in *any* of the searches.

Suppose you want to find the Name records for all six-foot Caucasian males who live in either Watertown *or* Johnson Creek. First search the Names table for all six-foot Caucasian males who live in Watertown. Then, using the **Jadd** button, search for all six-foot Caucasian males who live in Johnson Creek. The resulting search set includes all six-foot Caucasian males who live in either Watertown or Johnson Creek.

To use the **Jadd** button:

1. Open the table in which you want to perform the search.
2. Perform a search. See “Searching a Table” on page 298.

   The software displays the first record that matches your search criteria.
3. Click the **Totl** button to see the total number of records found by the search.
4. Click the **Jadd** button.

   A blank screen for the table opens.
5. Perform another search, using a second set of search criteria.

   The software performs the search and combines the results of the two searches. It displays the first record in the combined search set.
6. To perform another search and add the results to the current search set, repeat steps 4–5.

   The total displayed in the title bar is the number of records in the combined search set.
7. Click the **List** button to view a list of the records in the search set.

Restricting Search Sets in a Table (Join Restrict)

The Join Restrict (**Jres**) button lets you restrict the results of two or more searches of the same table. The resulting search set includes only those records that match the search criteria from all the searches.

Suppose you want to find the Name records of all six-foot Caucasian males who have a rose tattoo on the right arm *and* a facial scar. Because you cannot search on two scars/marks/tattoos in one search, first search for all six-foot Caucasian males who have a rose tattoo on the right arm. Then, using the **Jres** button, search for all persons who have a facial scar. The software combines the search results. The resulting search set contains records for six-foot Caucasian males who have *both* a rose tattoo and a facial scar.

To use the **Jres** button:

1. Open the table in which you want to perform the search.
2. Perform a search. See “Searching a Table” on page 298.

   The software displays the first record that matches your search criteria.
3. Click the **Totl** button to see the total number of records found by the search.
4. Click the **Jres** button.

   A blank screen for the table opens.
5. Perform another search, using a second set of search criteria.

   The software performs the second search and combines the results from the two searches. It displays the first record that matches both sets of search criteria.
6. To perform another search, repeat steps 4-5.

   The total displayed in the title bar is the number of records in the combined search set.
7. Click the **List** button to view a list of the records in the search set.

Searching Multiple Tables (Join Table)

The Join Table (**Jtbl**) button lets you combine the search sets from two or more tables. The resulting search set includes only those records that match the search criteria from all the searches. For example, you can search the Names table for six-foot Caucasian males and the Vehicle table for Ford Mustangs. When you combine the search results, the search set includes Name records for six-foot Caucasian males who have an involvement to a Ford Mustang.

Be careful when using the **Jtbl** button. Depending on how you combine the search sets, you can get different results from the same search criteria. In both of the following examples, you create three search sets:

- Name records for six-foot Caucasian males
- Vehicle records for Ford Mustangs
- Law Incident records for armed robberies

The results of the searches vary, however, depending on how you combine the search sets. Work through the examples to learn how to get the results you want. For information, see "Using Method A" on page 331 and "Using Method B" on page 332.

Method A	Method B
1. In the Names table, search for six-foot Caucasian males. 2. Use the **Jtbl** button to go to the Vehicle table and search for Ford Mustangs. 3. Join the Vehicle results to the Name results. The software creates a search set of Name records for persons who have an involvement to a Ford Mustang. 4. Use the **Jtbl** button to go to the Law Incident table and search for armed robberies. 5. Join the Law Incident results to the previous search set. The final search set contains Name records for persons who have an involvement to *both* a Ford Mustang and an armed robbery.	1. In the Names table, search for six-foot Caucasian males. 2. Use the **Jtbl** button to go to the Vehicle table and search for Ford Mustangs. 3. Use the **Jtbl** button to go to the Law Incident table and search for armed robberies. 4. Join the Law Incident results to the Vehicle results. The software creates a search set of Ford Mustang records with an involvement to an armed robbery. 5. Join that search set to the Name results. The final search set contains Name records for persons who have an involvement to *a Ford Mustang that has an involvement to an armed robbery.*

In Method A, you find all six-foot Caucasian males who have an involvement to a Ford Mustang. Then, you search the Law Incident table for armed robberies and combine the results with the previous search set. The final search set contains Name records for persons who have an involvement to *both* a Ford Mustang and an armed robbery.

In Method B, you create three individual search sets. Then, you combine the last two search sets to find all Ford Mustangs that have an involvement to an armed robbery. Finally, you combine this search set with the results of the Name search. The final search set contains Name records for persons who have an involvement to *a Ford Mustang that has an involvement to an armed robbery*.

You can use the **Jtbl** button in many other ways. For example, the following table describes a method in which you use the procedure described in Method A to produce results that are similar to the results you get from Method B.

Alternative method
1. In the Vehicle table, search for Ford Mustangs. 2. Use the **Jtbl** button to go to the Law Incident table and search for armed robbery. 3. Join the Law Incident results to the vehicle results. The software creates a search set of Vehicle records for Ford Mustangs that have an involvement to an armed robbery. 4. Use the **Jtbl** button to go to the Names table and search for six-foot Caucasian males. 5. Join the name results to the previous search set. The final search set contains Vehicle records for Ford Mustangs that have an involvement to an armed robbery and a six-foot Caucasian male.

Notice that the alternative method produces results that are similar to the results produced by Method B. However, the alternative method finds Vehicle records whereas Method B finds Name records. You can use the Involvements screen to open any Name record involved with a Vehicle record. For mor information, see “Working with Involvements” on page 365.

To determine which **Jtbl** search method works best for you, consider the following questions:

- Which type of record do you have the most detailed information about? For example, if you have detailed information about a vehicle but sketchy information about the driver, begin your search in the Vehicle table.
- Which type of record do you want to find? For example, if you want to find a person, begin your search in the Names table.

> **NOTE**
>
> You cannot use the **Jtbl** button in the Offense Summary screen (`jmoffsum`) and the Intelligence table (`intel`).

Performing a Join Table search

This section describes two methods for using the Join Table (**Jtbl**) search:

- **Method A.** You perform two searches and combine the search sets before performing the next search.
- **Method B.** You perform three or more searches before combining any of the search sets.

Using Method A

To combine the search sets after each search (Method A):

1. Open the first table in which you want to search.
2. Perform a search. See "Searching a Table" on page 298.

   The software displays the first record that matches your search criteria.
3. Click the **Jtbl** button.

   A list of valid tables opens.
4. Select the next table to use.

   A blank screen for the table opens.
5. Enter your search criteria, and then click **Accept** (Alt+A).

If	The following occurs
The software finds records that match your search criteria	The software displays the first record found by the search. Go to the next step.
The software finds no records that match your search criteria	The following prompt appears: `No matching records found.` Click **OK** or press Enter. Then, search again using different search criteria.

> **TIP**
>
> If you want to remove records from the search set *before* combining it with the previous search set, narrow the search set. For more information, see "Narrowing a search set" on page 323.

6. Click the **Use** button.

The software combines the search sets.

If	The following occurs
The software finds involvements between records in the two search sets.	The first record of the combined search set appears. Go to the next step.
The software finds no involvements between records in the two search sets.	The following prompt appears: `No matches found. Selection Set not reduced.` Click **OK** or press Enter. Search again using different search criteria.

7. To join another search set to your results, repeat steps 3–6.
8. To display the number of records in the final search set, click the **Totl** button.
9. To view a list of the records in the final search set, click the **List** button.

Using Method B

To perform multiple searches before combining the search sets (Method B):

1. Open the first table in which you want to search.
2. Perform a search. See "Searching a Table" on page 298.

   The software displays the first record that matches your search criteria.
3. Select the **Jtbl** button.

   A list of valid tables opens.
4. Select the next table to use.

   A blank screen for the table opens.
5. Enter your search criteria, and then click **Accept** (Alt+A).

If	The following occurs
The software finds records that match your search criteria	The software displays the first record found by the search. Go to the next step.
The software finds no records that match your search criteria	The following prompt appears: `No matching records found.` Click **OK** or press Enter. Then, search again using different search criteria.

TIP

If you want to remove records from the search set *before* combining it with the previous search set, narrow the search set. (See "Narrowing a search set" on page 323.)

6. Repeat steps 3–5 for each table that you want to search.
7. After you perform the last search, click the **Use** button to join the current search set to the preceding search set.

If	The following occurs
The software finds involvements between records in the two search sets	The first record in the combined search set appears. Go to the next step.
The software finds no involvements between records in the two search sets	The following prompt appears: `No matches found. Selection Set not reduced`. Click **OK** or press Enter. Then, do one of the following: • Search again using different search criteria. • Select the **Use** button to combine the two search sets preceding the search set that contained no matches.

8. Repeat step 7 until you have combined all the search sets.
9. To see the total the number of records in the final search set, click the **Totl** button.
10. To view a list of the records in the final search set, click the **List** button.

NOTE

For both Join Table search methods, if you select `AR-Main Booking table` (`jmmain`), the `jmoffsum` screen opens. This is a more useful screen to search from. The **Jtbl** button appears on the Offense Summary screen (`jmoffsum`) only when you started the search from `jmmain`.

Searching on Addresses with Geobase

If your agency uses the Geobase module, you can enter any of the following search criteria in an address field:

- A street address that has the actual street name
- A street address that has a valid street alias
- An apartment or office number
- An intersection name
- A common place name

You can use any defined abbreviation, such as BLVD for Boulevard. Do not use punctuation, such as a period after the abbreviation. For more information, see "Entering Addresses with Geobase" on page 159.

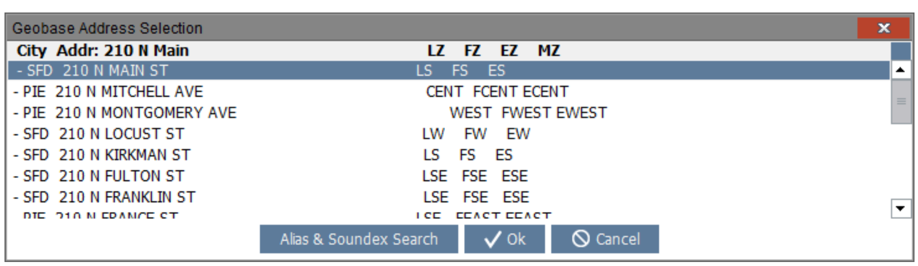
To search on an address:

1. Open the table in which you want to search.
2. In the address field that you want to search on, enter the street address.

> **TIP**
>
> If you know the direction of the street, such as North in 150 North Main Street, include the direction to narrow the search.
>
> If your SAA has defined street aliases for a street name, you can use any of the aliases in your search. Be aware that only part of a street might use the street alias.

3. Press the Tab key, or click another field.

   The software displays the Geobase Address Selection window.



4. Select the address to search on.

   The software enters the city, state, and ZIP Code.

5. Enter any additional search criteria, and then, click **Accept** (Alt+A) or press Enter.

   The software performs the search on the address.

Searching with an intersection name

If your agency has entered the intersecting streets in the geobase, you can search for an intersection name. Separate the names of the intersecting streets with an ampersand, as in **`Boardwalk & Ventnor Boulevard`**.

Searching with a common place name

When setting up the geobase, your SAA can define the common name for places in your jurisdiction, such as high-crime areas or high-density areas. You can search on the common name for an address in the address field. For example, your SAA might define the common names for the bus depot or city mall.

Searching with a range of addresses

You can use the `Between` search type to search for all incidents or calls that occurred within a radius of a specific area. You can also search for all persons living within a specific area. For example, you can search the Names table for all blond-haired, blue-eyed men who live within a radius of 500 feet of a specific address.

> **NOTE**
>
> You can search on a range of addresses in only the Names, Add Call, Law Incident, EMS Incident, and Fire Incident screens.

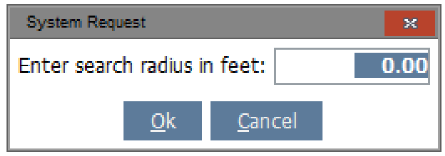
To search on a range of addresses:

1. In the address field, click the **Type** button (Ctrl+N).
2. Select the `Between` search type.

   The following prompt appears on the information line: `Enter address of center of rectangular area to search`.
3. Enter the address that is in the center of the area you want to search, and then press Enter.

   The Geobase Address Selection window opens.
4. Select the correct address.

The following dialog box appears.



5. Enter the range of the radius in feet, and then click **OK** or press Enter.

   The cursor moves to the next field.

6. Enter any additional search criteria, and then click **Accept** (Alt+A).

   The software displays the first record that matches your search criteria.

Searching for a specific apartment or office

Use one of the following methods to search for records that pertain to a specific apartment or office.

Within a geobased building

If your SAA has entered the apartments or offices in a building in the geobase, then enter the apartment or office as part of the street address.

To find an apartment or office within a geobased building:

1. Click **Srch**.
2. In the address field, enter the apartment or office number as part of the street address, as in the following examples:

   ```
   73 Singer Drive #1
   150 N Main St #10L
   330 W Canterbury Dr #214.5
   ```

3. Click **Accept** (Alt+A) to start the search.

   The Geobase Address Selection window opens.

4. Select the correct address.

Within a non-geobased building

If your SAA did not enter apartments or offices in the geobase, use the Join Restrict (**Jres**) button to find the records for a particular apartment or office in the building.

To find an apartment or office within a non-geobased building:

1. Click **Srch**.

2. In the address field, enter the building's street address, and then press Enter. For example, **`73 Singer Drive`**.

   The Geobase Address Selection window opens.

3. Select the correct address.
4. Select the **Jres** button.
5. In the address field, enter the address again, but include the specific apartment or office number as a comment. Enter the asterisk wildcard character (`*`) after the number.

   For example, to find records for to 73 Singer Drive, apartment 2, enter the following:

   `73 Singer Drive; 2*`

   The software finds records pertaining to apartment 2 and all other apartments at 73 Singer Drive that begin with the number 2. For example, apartments 20, 21, 200, and 201.

6. Click **Accept** (Alt+A).

Searching for all apartments or offices in a building

Use the appropriate method below to search for records that pertain to *all* apartments or offices in a building.

Within a geobased building

If your SAA has entered the apartments or offices in a building in the geobase, use the `Between` search type to quickly find all the apartments and offices in a specific building.

To search for all apartments and offices:

1. Click **Srch**.
2. In the address field, click the **Type** button (Ctrl+N) and select the `Between` search type.
3. Enter the address, and then press Enter.

   The Geobase Address Selection window opens.

4. Select the correct address.

   The Search Radius dialog box opens.

5. Enter the radius (in feet) to search, and then click **OK**.
6. Enter any additional search criteria, and then click **Accept** (Alt+A).

The software searches for addresses within the radius, and displays the first record matching your search criteria.

7. Click the **List** button to view a list of the matching records.

Within a non-geobased building

To find records for all apartments or offices in a non-geobased building, simply search on the building's street address. For example, to find all the apartments or offices at the address 73 Singer Drive, click **Srch** and enter **`73 Singer Drive`** in the address field. The software finds all occurrences of the address 73 Singer Drive, not just the records for the desired apartment building.

Inquiring about Name, Vehicle, and Property Information

Use the Inquire command to search your agency's database for name, vehicle, or property information without opening the table that you want to search. For example, you can perform a license plate inquiry without opening the Vehicle table. If your agency is using the StateLink module, you can search your agency's database *and* the state database.

To make an inquiry:

8. At the command line, enter the inquiry command. See "Entering the Inquiry command" on page 339.

   If you agency uses the StateLink module, the following prompt appears: `Submit a request (Y/N)?`

   – To submit a request to the state database, click **Yes**, press **`Y`**, or press Enter. The software searches the state database and then the tables in the software.

   – To search your agency's database only, click **No** or press **`N`**.

   If the software finds any records in your agency's database that match your search criteria, the list screen opens. Your SAA determines how responses from the state database arrive. For example, responses might arrive in your UNIX mail account.

9. To view a record in the list, double-click the record.
10. Click **Exit** to return to the list.

Entering the Inquiry command

An inquiry consists of the following elements:

- The Inquire command (`inquire`)
- A code for the type of inquiry, such as **`v`** for a vehicle inquiry
- The inquiry key(s) and search criteria that you want to use

To enter the Inquiry command, at the command line, use the following format:

`inquire` *`code=criteria key(s)=criteria`*

where *code* is the type of inquiry, *key(s)* is the inquiry keys, and *criteria* is the search criteria.

For example, to inquire about a Maryland driver license with the DL number of 34539203, enter **`inquire d dl=34539203 s=md`**

where:

- `d` is the code type for driver license.
- `dl=` is the inquiry key for driver license, followed by the search criteria for the key
- `s=` is the inquiry key for the state, followed by the search criteria for the key

For more information about inquiry codes and keys, see the following:

- "Using an inquiry type code" on page 340
- "Entering name and driver's license inquiry keys" on page 341
- "Entering vehicle inquiry keys" on page 342
- "Entering property inquiry keys" on page 343

Using an inquiry type code

The following table lists the inquiry type codes. If your agency uses the CAD module, you also have the option of using the ten-codes assigned to inquiry types.

Inquiry type	Inquiry type code
Name (warrant) check	**n** or **w**
Driver's license check	**d**
Vehicle (stolen) check	**v**
Vehicle registration check	**r**
Property check	**p**

When using the Inquire command, follow these guidelines:

- If the information you are searching for appears in the record as a code (for example, hair color or vehicle make), enter the code in the inquiry. For example, to search for information about a green car, use the code **GRE** for the color green.

> **NOTE**
>
> If a code is made up of the first few letters in the word, you can spell out the word and still find the desired information. For example, if the code for the color green is GRE, you can enter **green** in the inquiry because the first few letters in the word are the same as the code.

- You can enter wildcard characters, such as the asterisk (`*`), as part of an inquiry. For example, to search for a vehicle that has a license plate with the letters CKN and some unknown numbers, enter the command **`inquire r p=*ckn*`**. This inquiry command finds all Vehicle records that have license plates that include the letters CKN.

Entering name and driver's license inquiry keys

To perform name or wanted person inquiries, use **`n`** or **`w`** as the inquiry type. To perform driver's license inquiries, use **`d`** as the inquiry type. This table contains the possible search criteria and required formats for name and driver's license inquiries.

> **NOTE**
>
> For inquiry types preceded by an asterisk (`*`), enter a coded value. For example, enter **`c=blu`** for the color blue. If you do not know the code, you can view a list of valid codes by opening the Names screen or the Wanted Persons screen and clicking the Lookup button (Ctrl+E) at the coded field.
>
> The characters inside the brackets (`[]`) are optional. For example, if you are searching for a date of birth, you must enter at least **`b`** or **`do`** followed by the date. However, you can also enter part of the format, such as **`birth`**, or the complete format, such as **`dob`**.

For this search criterion	Use this format (inquiry key)
Driver's license	d[l] or d[rivers] or li[cense]
*State	s[tate]
Last name	l[ast]
First name	f[irst]
Middle name	m[iddle]
Date of birth	b[irthdate] or do[b]
Social Security number	so[cialsecurity] or so[csec]
FBI number	fb[inumber]
State ID number	i[dstate]
Local ID number	lo[calid]
Gender	se[x] or ge[nder]
Race	r[ace]
*Eye color	e[yes]

For this search criterion	Use this format (inquiry key)
*Hair color	h[air]
*Facial hair characteristics	be[ard] or fa[cialhair]
*Eyewear	g[lasses] or le[nses] or eyew[ear]

Entering vehicle inquiry keys

For a vehicle inquiry, use the inquiry type **v**. For a vehicle registration check, use the inquiry type **r**. The following table lists the possible search criteria and required formats for vehicle inquiries.

NOTE

For inquiry types preceded by an asterisk (*), enter a coded value. For example, enter **c=blu** for the color blue. If you do not know the code, you view a list of valid codes by opening the Vehicles screen and clicking the Lookup button (Ctrl+E) at the coded field.

The characters inside the brackets ([]) are optional. For example, if you are searching for a license plate, you must enter at least **p** or **t** followed by the plate number. However, you can also enter part of the format, such as **pl**, or the complete format, such as **tag**.

For this search criterion	Use this format (inquiry key)
VIN number	v[in]
License plate number	p[late] or t[ag]
*State of registration	s[tate]
*Make of vehicle	m[ake] or m[k]
*Model of vehicle	mo[del] or md[l]
*Type of vehicle	ty[pe]
*Color of vehicle	c[olor]
Number of doors	d[oors]

Entering property inquiry keys

For a property inquiry, use the inquiry type **`p`**. The following table lists the possible search criteria and required formats for property inquiries.

> **NOTE**
>
> For inquiry types preceded by an asterisk (`*`), enter a coded value. For example, enter **`i=prescriptn`** for prescription.
>
> The characters inside the brackets (`[]`) are optional. For example, if you are searching for a serial number, you must enter at least **`s`** followed by the serial number. However, you also can enter part of the format, such as **`serialnum`**, or the complete format, such as **`serialno`**.

For this search criterion	Use this format (inquiry key)
*Item type	i[temtype]
Serial number	s[erialnumber] or s[erialno]
Brand	b[rand]
Model	m[odel]
Color	c[olor]
Tag number	t[agnumber] or t[agno]
Crime lab number	cr[imelabno] or l[abnumber] or l[abno]

Chapter 12

Modifying and Deleting Records

Jump to topic:

Overview

This chapter describes how to modify and delete records. Use the following table to quickly find the information you need.

To learn how to	See
Modify a record in a table	“Modifying Records” on page 347
Modify a name, address, or phone number in a Name record and add a history record to track the changes	“Modifying Names, Addresses, or Phone Numbers” on page 353
Modify a Vehicle record and add a history record to track the changes	“Adding Vehicle History Records” on page 355
Modify a Property record and add a history record to track the changes	“Adding Property History Records” on page 357
Delete a record from a table	“Deleting Records” on page 360
Delete a Name record	“Deleting Name Records” on page 363

Modifying Records

For you to modify a record, the screen must be in Modify mode. When you click the **Mod** button, the software locks the record to prevent other users from changing it at the same time. The record remains locked until you save the record or cancel the changes to the record. The software alerts you if you attempt to modify a record that is being used by another user.

To modify an existing record:

1. Open the table in which the record is stored. For example, to modify a Name record, open the Names table.
2. Click **Srch**, and locate the record that you want to modify.
3. Do one of the following:
   - Click the field that you want to modify. The software puts the screen in Modify mode, and the cursor rests in the selected field.
   - Click **Mod**. The software puts the screen in Modify mode, and the cursor rests in the first or second field. To go directly to a specific field by using the keyboard, see "Moving directly to the field to modify" on page 348.
4. If the cursor is not in the first field that you want to modify, move the cursor to that field. Depending on whether the field is a free-text field or a coded field, select one of the following options.

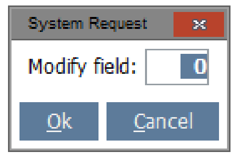
In	Do this
A free-text field	Enter the information. By default, the screen is in Overstrike mode. As you type, the software types over the data in the field. To switch modes, see "Switching between Ins and Ovr modes" on page 351.
A coded field	Click the Lookup button (Ctrl+E) and select a new code from the list.

5. Repeat step 4 for each field that you want to modify.
6. After you finish modifying the record, click **Accept** (Alt+A) to save your changes.
7. Select **Exit** to close the screen.

Moving directly to the field to modify

To use the keyboard to move directly to the field you want to modify:

1. Highlight the **Mod** button by pressing the arrow keys. Do not *click* the **Mod** button.
2. Press the Spacebar to number each field on the screen and open the Modify field dialog box.



TIP

To display the dialog box, you can also click the **Mod** button and then press Ctrl+O.

3. Enter the number of the field to modify.
4. Click **OK** or press Enter.

   The cursor moves to that field. If you move the cursor to a comments field, the software opens the text editor.

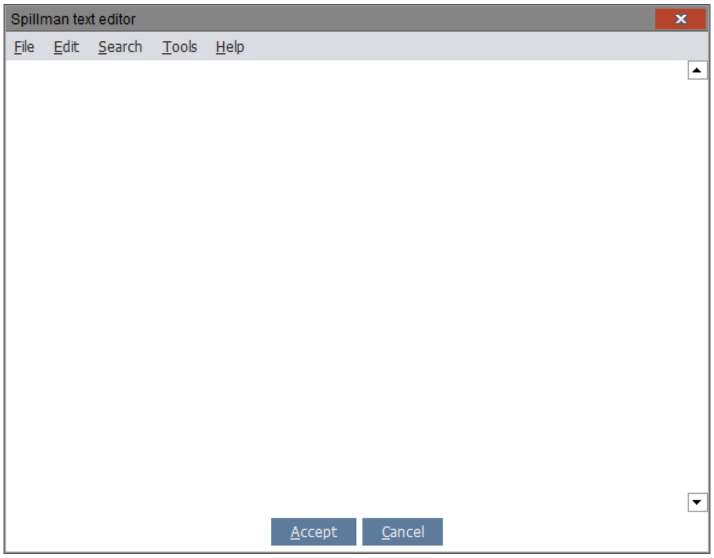
Modifying text in a comments field

A comments field might contain text that does not appear on the screen. To modify text that does not appear on the screen, you must first open the text editor. You can modify the information *that appears on the screen* directly without opening the text editor.

To open the text editor:

1. Move the cursor to the comments field that you want to modify.
2. Click **Editor** or press Ctrl+E.

The text editor opens.



3. Modify the text as you do in a word processor. For information about using the text editor, see "Appendix D" on page 499.

> **NOTE**
>
> If you move the cursor directly to the comments field by highlighting the **Mod** button and pressing the Spacebar, then the software opens the text editor.

Modifying data in a field

The following sections contain information on navigating fields, deleting the text in a field, canceling changes, and redrawing the screen.

Navigating fields

Navigate the fields on a screen, using either the mouse or the keyboard.

To	Do this
Move to the next field	• Click the field. • Press Enter. • Press the Tab key. • Press the Down Arrow key.

To	Do this
Move to the previous field	• Click the field. • Press Shift+Tab. • Press the Up Arrow key.
Move to a specific field	• Click the field. • Press Ctrl+O. (The software numbers the fields on the screen.) Enter the number of the field you want to move to. Then, click **OK** or press Enter.

Moving the cursor within a field

Use either the mouse or the arrow keys to move the cursor within a field.

To	Do this
Move left one space	• Click where you want the cursor to appear. • Press the Left Arrow key.
Move right one space	• Click where you want the cursor to appear. • Press the Right Arrow key.

Deleting text in a field

Use the following keys and key combinations to delete the text in a field.

To	Do this
Delete the character to the left of cursor	Press the Backspace key.
Delete the character to the right of cursor	Press the Delete key.
Delete all the text in the field	Press Ctrl+Z.
Delete the text from the location of the cursor to the end of the field	Press Ctrl+K.

Canceling to a field or record

Use the following information to cancel the changes you make to either a field or a record.

To	Do this
Undo the changes made to a field and restore the original data	Press Ctrl+U *before* you move the cursor to another field
Close a record without saving any changes, except those made in detail fields	Click **Cancel** (Alt+C)

Redrawing the screen

If part of the screen is not legible, press Ctrl+L to redraw the screen.

Modifying data in a detail field

When you modify the data in a detail field, the software saves the changes as soon as you move the cursor to another field. Clicking **Cancel** (Alt+C) does not reverse changes made in detail fields.

For example, if you open a Name record and modify the last name and an alert code in the **Alert Codes** detail field, and then click **Cancel** (Alt+C), the software cancels the change you made to the last name, but retains the change you made in the **Alert Codes** field. To undo the change to the **Alert Codes** field, you must manually change the data.

Possible error messages

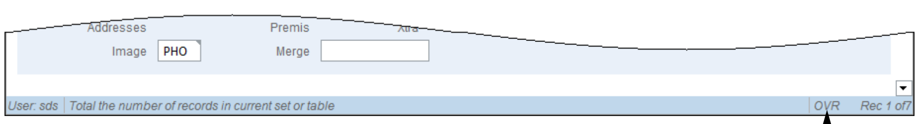
If your SAA has enabled agency partitioning for the table that you are working in, then one of the following errors might appear when you attempt to modify a record:

```
303 No privilege to modify record
304 No privilege to move record from partition
305 No privilege to move record into partition
```

The errors indicate that you do not have the necessary privileges to modify the record. Contact your SAA if you need additional privileges.

Switching between Ins and Ovr modes

When you enter information in a field, you can use either the `Ovr` (Overstrike) or `Ins` (Insert) mode. The software displays the current status in the title bar. When you click the **Mod** button, the software is in Overstrike mode.



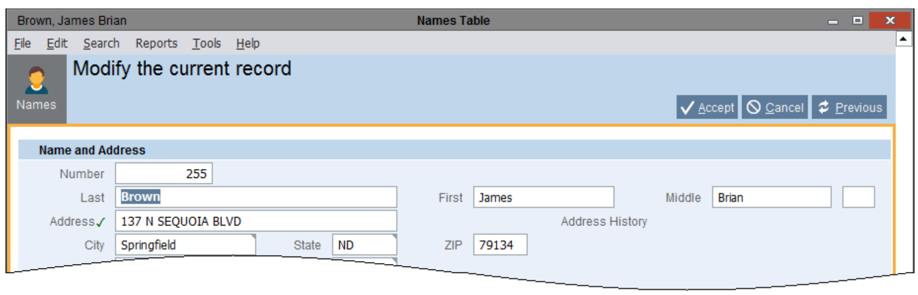
Mode indicator

To switch between Overstrike and Insert modes, press the Insert key.

Use the following table to determine which mode to use.

To modify	Use this mode	To do this
Selected text	Overstrike or Insert	Delete the existing text and replace it with the text you type
Unselected text	Overstrike	Type over the existing text, beginning at the cursor
Unselected text	Insert	Insert new text, beginning at cursor, and leave the existing text

When you move the cursor to a coded field or a free-text field, the software selects all the text in the field within a blue selection bar (a comments field is an exception).



To cancel the selection, click anywhere inside the field or press the Left Arrow key or the Right Arrow key.

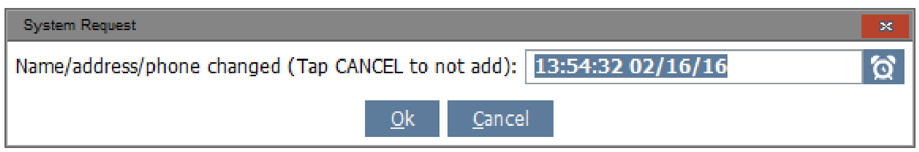
Modifying Names, Addresses, or Phone Numbers

When you modify the name, address, or phone number information in a Name record, the software saves the previous name, address, and phone number in the Name History file. The history file allows you to track changes to the person's name, address, and phone numbers.

To modify a name, an address, or a phone number:

1. Open the appropriate Name record.
2. Click **Mod**.
3. Modify the data in the name, address, or phone number fields.
4. Click **Accept** (Alt+A).

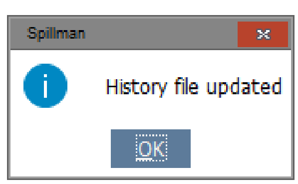
   The following dialog box appears.



5. Select one of the following options.

To	Do this
Save your changes for a previous date	In the date field, enter the date on which the change occurred. For example, if the person has a new address, enter the date the person moved. Then, click **OK** or press Enter.
Save your changes for the current date	Click **OK** or press Enter. The software enters the current date in the history file.
To change the Name record without adding a record to the history file	Click **Cancel** (Alt+C). Use this option if you changed the name/address/phone number to correct a data entry mistake.

   If you added a record to the history file, then the following dialog box opens.



6. Click **OK** or press Enter.
7. Select **Exit** to close the Names screen.

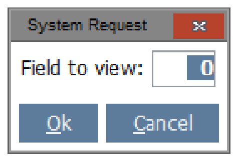
Viewing the history file

When you change the name, phone number, or address in a Name record, the software saves your changes to the history file. This history file is stored in the **Address History** field.

To view the history file:

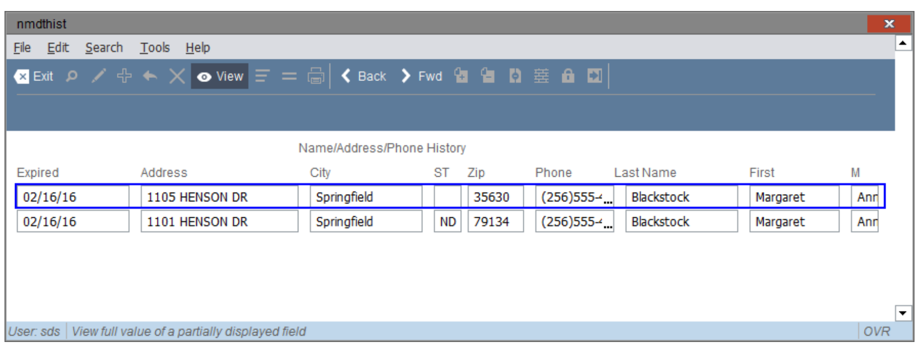
1. Open the correct Name record.
2. Click the **View** button.

   The software numbers the fields on the screen and displays the following dialog box.



3. Enter the number of the **Address Histry** field, and then click **OK** or press Enter.

   The Name/Address/Phone History detail window opens.



   The records in the history file appear in chronological order, with the most recent change at the top of the list.

   For information about using a detail window, see "Entering Data in Detail Fields" on page 145.

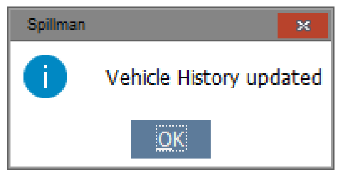
4. Click **Exit** to close the window.

Adding Vehicle History Records

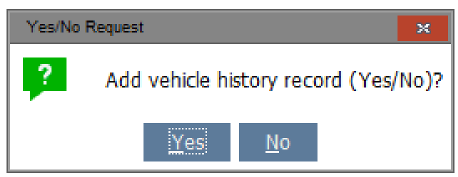
A Vehicle History (`vhmhist`) record stores information about changes made to a Vehicle record. The history record preserves the data from before the modification. Most fields in the Vehicle record are included in the history record. However, a few fields, such as the fields in detail windows, are not included.

Depending on how your SAA has set up the software, one of the following messages appears after you save the changes to a Vehicle record.

- If the software is set up to add a Vehicle History record each time you modify a Vehicle record, the following message appears.



- If the software allows you to choose whether to add a Vehicle History record, the following dialog box appears.



  If your changes require a historical entry, click **Yes** or press Enter to add a Vehicle History record. If the changes do not warrant a historical entry, click **No** (Alt+C).

> **NOTE**
>
> If your SAA has specified `vhmain` in the `loghist` and `histinvl` application parameters, the software creates a history involvement between the Vehicle record and its associated Name records. The `relinci` application parameter must also be set to create involvements between Vehicle history records and associated Law Incident records. For detailed information about involvements, see “Working with Involvements” on page 365.

Searching for a Vehicle History record

To search for a Vehicle History record:

1. At the command line, enter **`vhmhist`**.

   The Vehicle History Search screen opens.

2. Click **Srch**.
3. Enter your search criteria, and then click **Accept** (Alt+A).

   If you have the necessary privileges, you can modify or delete the Vehicle History record.

> **CAUTION**
>
> Modify a Vehicle History record only if you have the appropriate training and know the conditions under which to modify and delete these records. The Vehicle History table stores historical information for UCR reports. Modifying or deleting Vehicle History records might affect the accuracy of your UCR reports.

4. Click **Exit** to close the screen.

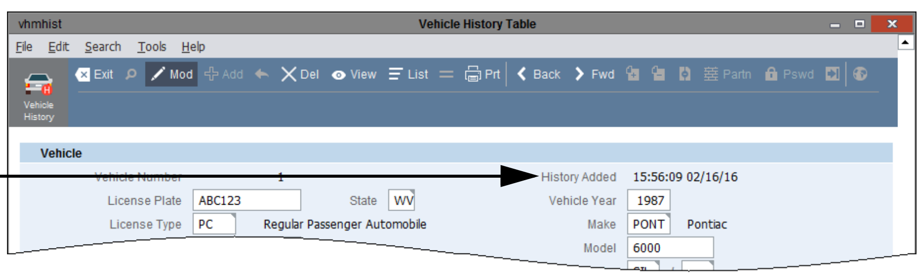
Viewing a Vehicle History record from a Vehicle record

To view all the Vehicle History records for a particular vehicle:

1. From the Vehicle record, click the **Hist** button.

   The most recent Vehicle History record opens.

History Added field



   Most fields on the Vehicle History screen are identical to those on the main Vehicle screen. The only additional field is the **History Added** field, which displays the date and time the Vehicle History record was created.

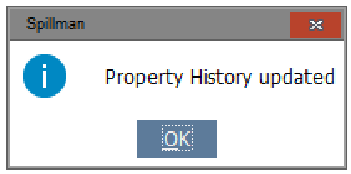
2. To view the other Vehicle History records for the Vehicle record, click the **Fwd** or **Back** buttons, or press the Up Arrow or Down Arrow keys.
3. Select **Exit** to close the screen.

Adding Property History Records

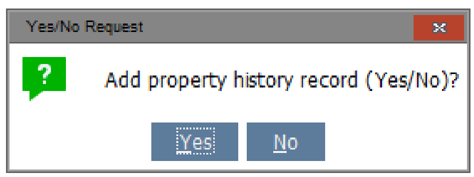
A Property History (`prmhist`) record stores information about changes made to a Property record. The history record preserves the data from before the modification. Most fields in the Property record are included in the history record. However, a few fields, such as the fields in detail windows, are not included.

Depending on how your SAA has set up the software, one of the following messages appears after you save the changes to a Property record.

- If the software creates a Property History record each time you modify a Property record, the following message appears.



- If the software allows you to choose whether to add a Property History record, the following dialog box appears.



  If your changes require a historical entry, click **Yes** or press Enter to add a Property History record. If the changes do not warrant a historical entry, click **No** (Alt+C).

> **NOTE**
>
> If your SAA has specified `prmain` in the `loghist` and `histinvl` application parameters, the software creates a history involvement between the Property record and its associated Name and Law Incident records. The `relinci` application parameter must also be set to create involvements between Property history records and associated Law Incident records. For detailed information about involvements, see "Working with Involvements" on page 365.

Searching for a Property History record

To search for a Property History record:

1. At the command line, enter **`prmhist`**

   The Property History Search screen opens.

2. Click **Srch**.
3. Enter your search criteria, and then click **Accept** (Alt+A).

   If you have the necessary privileges, you can modify or delete the Property History record. However, even if you have Modify and Delete privileges, you cannot modify some fields in the Property table, such as the record number, owner ID, and owner information fields.

> **CAUTION**
>
> Modify a Property History record only if you have the appropriate training and know the conditions under which to modify and delete these records. The Property History table stores historical information for UCR reports. Modifying or deleting Property History records might affect the accuracy of your UCR reports.

4. Click **Exit** to close the screen.

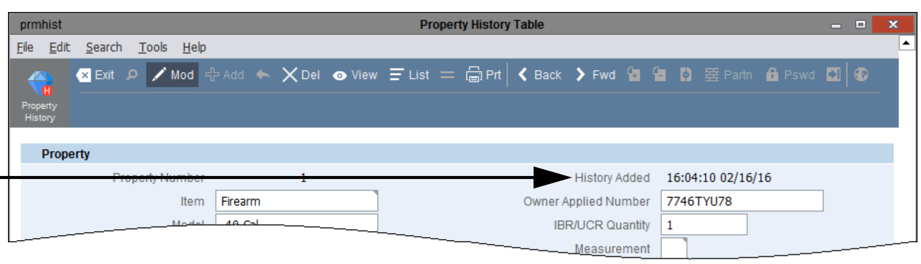
Viewing a Property History record from a Property record

To view all the Property History records for a particular item:

1. From the Property record, click the **Hist** button.

   The most recent Property History record appears.

History Added field



Most fields on the Property History screen are identical to those on the main Property screen. The only additional field is the **History Added** field, which displays the date and time the Property History record was created.

2. To view the other Property History records for the Property record, click the **Fwd** or **Back** buttons, or press the Up Arrow or Down Arrow keys.
3. Click **Exit** to close the screen.

Deleting Records

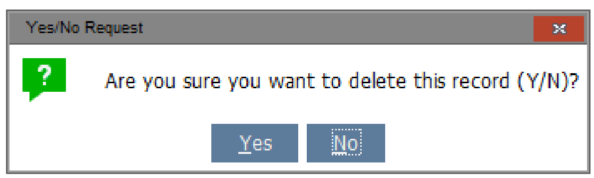
The **Del** button lets you delete the record displayed on the screen. Before deleting a record, select the **Invl** button to determine whether the record is referenced by other records. If a record has involvements to other tables, you must first delete the involvements. For more information, see "Modifying or Deleting Involvements" on page 382.

If you think you might need the record again for any reason, *do not delete it!* Once you delete a record, you cannot retrieve it. Before deleting a Name record, see "Deleting Name Records" on page 363.

To delete a record:

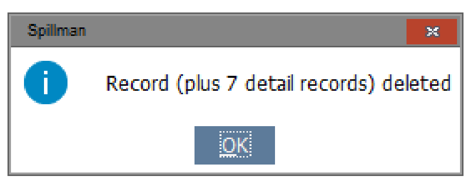
1. Open the table in which the record is stored. For example, to delete a Vehicle record, open the Vehicle table.
2. Click **Srch**, and locate the record that you want to delete.
3. With the correct record on the screen, click **Del**.

   The following dialog box appears.



4. To delete the record, click **Yes** or press Enter.

   The software deletes the record and displays a dialog box, as in the following example.



5. Click **OK** or press Enter.

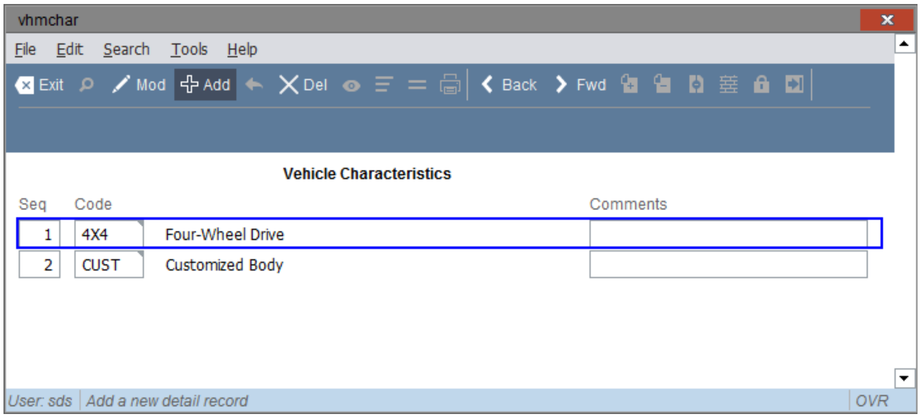
Deleting Detail records

To delete a Detail record:

1. Open the table in which the main record is stored. For example, to delete a Detail record for a Vehicle record, open the Vehicle table.

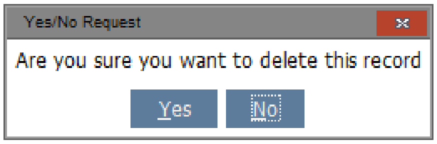
2. Search for the correct record, and then click **Mod**.
3. Move the cursor to the detail field, and then click the **Detail** button (Ctrl+N).

   The detail window for that field opens.



4. Highlight the Detail record to delete, and then click **Del**.

   The following dialog box appears.



5. To delete the record, click **Yes** or press Enter.

   The software deletes the record.
6. Select **Exit** to return to the main record.
7. Click **Accept** (Alt+A) to save your changes to the record.

NOTE

You can click **Cancel** (Ctrl+C) at the main record to cancel any changes you have made to the main record. However, any Detail records that you have deleted remain deleted.

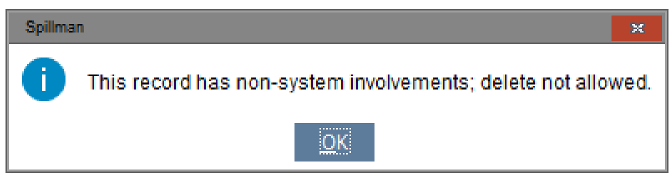
Deleting data in fields

Use the information in the following table to help you delete data in fields.

To	Do this
Delete the character to the left of the cursor	Press the Backspace key.
Delete the character to the right of the cursor	Press the Delete key.
Delete all the text in the field	Press Ctrl+Z.
Delete all the text from the location of the cursor to the end of the field	Press Ctrl+K.
Delete the selected text	Use the mouse to select the characters you want to delete, and then press the Delete key.

Possible error messages

When you are deleting records, a message as in the following might appear.



To maintain the integrity of the data, the software prevents you from deleting records that have associated involvements. For instructions on modifying or deleting records that have involvements, see the appropriate section in "Working with Involvements" on page 365.

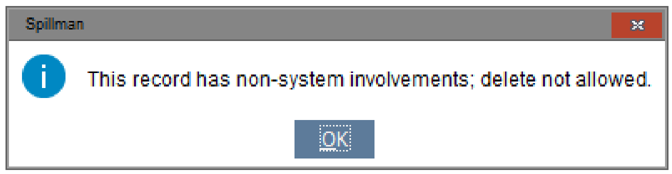
If your SAA has enabled agency partitioning for the table that you are working in, one of the following errors might appear:

```
302 No privilege to delete record
304 No privilege to move record from partition
305 No privilege to move record into partition
```

The errors indicate that you do not have the necessary privileges to delete the record. Contact your SAA if you need additional privileges.

Deleting Name Records

You can link related records, making your agency's database more valuable as an investigative tool. Most agencies create involvements between Name records and other records. (For more information about involvements, see Chapter 13, "Working with Involvements," which begins on page 365.) The software does not allow you to delete a Name record if it has associated involvements. If you try to do so, an error message appears.



To delete a Name record:

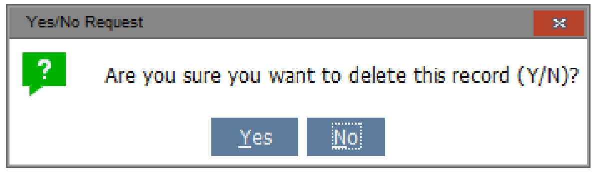
1. Open the Names screen.
2. Locate the record to delete.
3. Click the **Invl** button to open the Involvements screen for that record.
4. Do one of the following.

If	Do this
The Name record has involvements	View each involvement and make sure that *none of the involved records still needs this Name record.* You do not want to delete a Name record if it is still referenced by another record. After you review the involvements, go to step 4.
The Name record has no involvements	Go to step 5.

5. Remove each involvement by modifying or deleting it. See "Modifying or Deleting Involvements" on page 382. *Do not* delete an involvement if you are unsure of its importance.

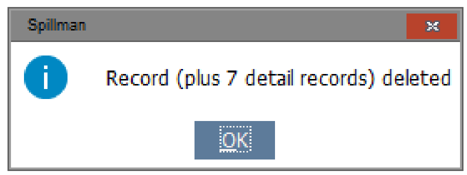
   When the Involvements screen for the Name record shows no involvements, you can delete the entire Name record.
6. Close the Involvements screen.
7. From the Name record, click **Del**.

The following dialog box appears.



8. To delete the record, click **Yes** or press Enter.

   The software deletes the record and displays the following dialog box.



9. Click **OK** or press Enter.

Chapter 13

Working with Involvements

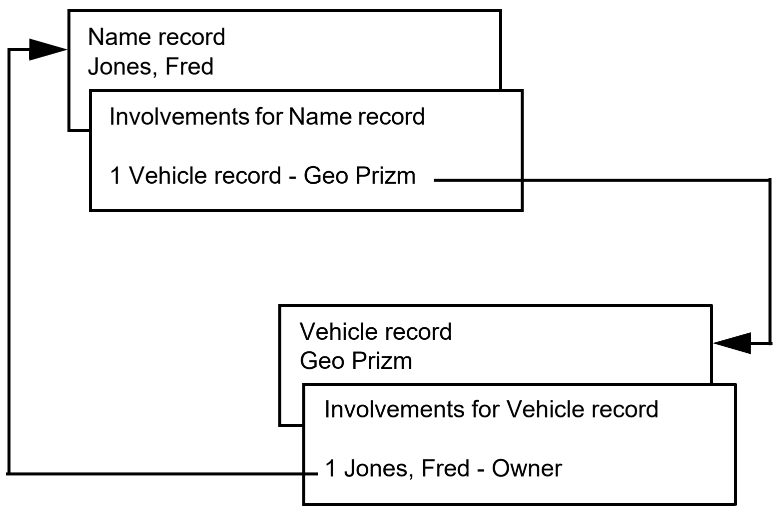
Jump to topic:

Overview

You link related records by creating an *involvement* between them. For example, you can create an involvement between a Property record and the Name record of the owner.

To view all the involvements for a particular record, open the Involvements screen for that record. For example, the Involvements screen for a Name record might show the vehicles owned by the person, Wanted Person records for the person, law incidents to which the person is connected, or property owned by the person.

When you create an involvement between two records, the involvement appears on the Involvements screen for each record. For example, if you create an involvement between a Vehicle record and the owner's Name record, the Vehicle record is listed on the Name record's list of involvements, and the Name record is listed on the Vehicle record's list of involvements.



You can create involvements from most screens. Tables from which you can create involvements are called *involvable* tables. The toolbars in these tables contain the **Invl** button that allows you to access the Involvements screen for the current record.

Use the following table to quickly find the information you need.

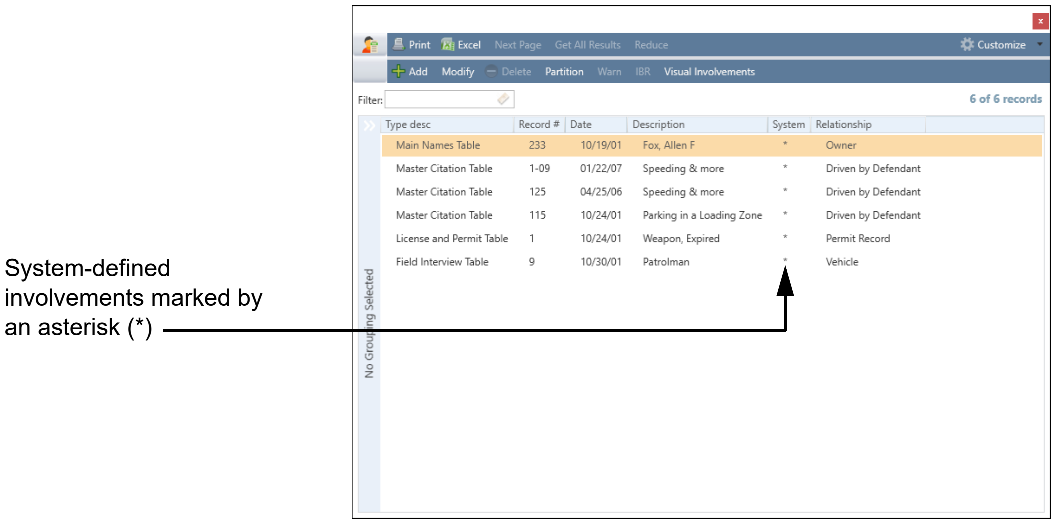
To learn how to	See
Distinguish between the two types of involvements	"Understanding Involvements" on page 368
View involvements for a record	"Viewing Involvements" on page 371

To learn how to	See
Add involvements with a predefined relationship between the records	"Adding System-Defined Involvements" on page 376
Add involvements and define the relationship between the records	"Adding User-Defined Involvements" on page 377
Modify and delete involvements	"Modifying or Deleting Involvements" on page 382
Add alert flags to involvements	"Adding Alert Flags to Involvements" on page 384

Understanding Involvements

Software involvements fall into the following categories: system-defined involvements and user-defined involvements.

The Involvements screen shows both system-defined and user-defined involvements. System-defined involvements are marked with an asterisk (*) in the **System** column.



The following table lists the differences between system-defined and user-defined involvements.

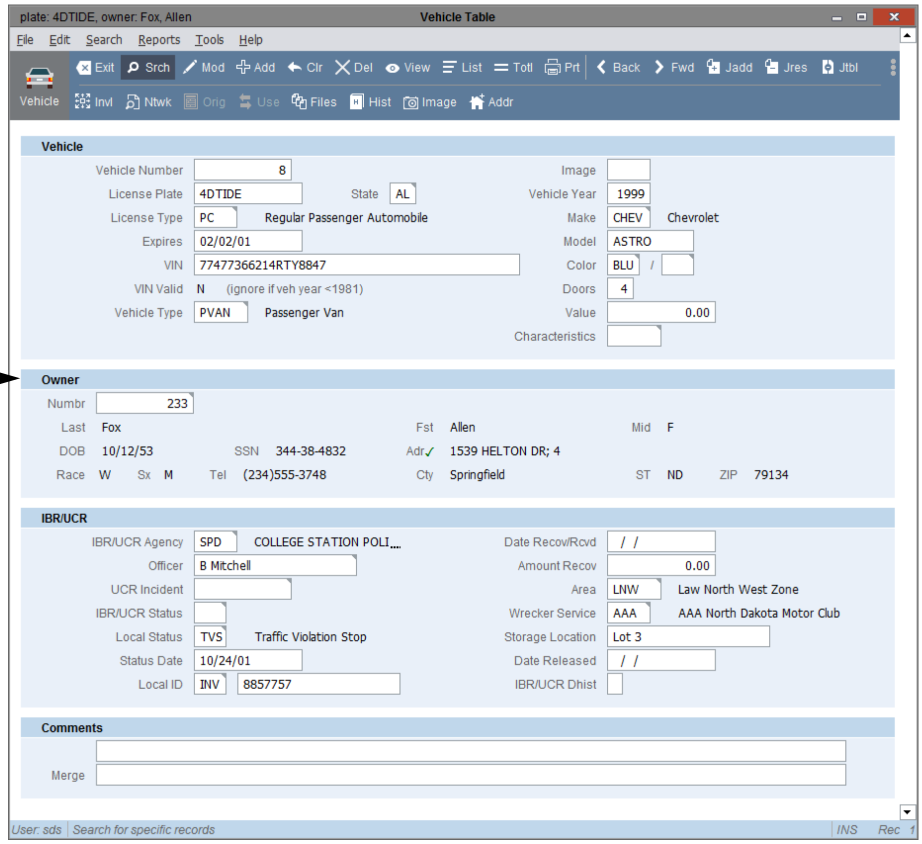
System-defined involvements	User-defined involvements
Created only from main screens.	Created from the Involvements screen.
Relationships between records are defined by the software.	Relationships between records are defined by the user.
Viewed from the main screen and the Involvements screen.	Viewed from the Involvements screen.
Cannot be deleted.	Can be deleted.

System-defined involvements

System-defined involvements can be added directly from a main screen without going through the Involvements screen. In system-defined involvements, the software defines the relationship between the records, such as owner, arrestee, or wanted person. An example of a system-defined involvement is a vehicle-to-owner involvement, which is added from the Vehicle screen. After the involvement is created, the software displays

information from the Name record in the **Owner** area on the Vehicle screen. The types of system-defined involvements available from a particular screen cannot be changed. System-defined involvements cannot be deleted.

Owner area



For information about creating system-defined involvements, see "Adding System-Defined Involvements" on page 376.

User-defined Involvements

User-defined involvements can be added from the Involvements screen. In user-defined involvements, the relationship between the records is specified by the user. For example, an involvement can be created between a Name record and a Vehicle record and the relationship can be defined as `Principal Driver`. User-defined involvements can be deleted.

For information about creating user-defined involvements, see "Adding User-Defined Involvements" on page 377.

Selecting the type of involvement to use

When linking records, use a system-defined involvement *whenever possible*. Use a user-defined involvement *only* if none of the system-defined relationships applies to the records you are linking. For example, creating Property involvements for property items associated with a vehicle.

It is recommended to use system-defined involvements because your agency can view these involvements from other locations in addition to the Involvements screen. For example, when information is entered in the **Owner** block on the Vehicle screen, the software creates a system-defined involvement between the owner's Name record and the Vehicle record. The information can be viewed from the **Owner** block on the Vehicle screen, from the Involvements screen of the Vehicle record, and from the Involvements screen of the Name record.

User-defined involvements can be viewed only from the Involvements screen of the related records. For example, if a vehicle-to-owner involvement is created from the Involvements screen of the Name record, then the software creates a user-defined involvement. The involvement can only be viewed from the Involvements screen of the Name record and the Vehicle record. The software does not display the vehicle owner's name information in the **Owner** area on the Vehicle screen.

Viewing Involvements

System-defined involvements can be viewed from a main screen or the Involvements screen. User-defined involvements can only be viewed from the Involvements screen. For an explanation of the two types of involvements, see "Understanding Involvements" on page 368.

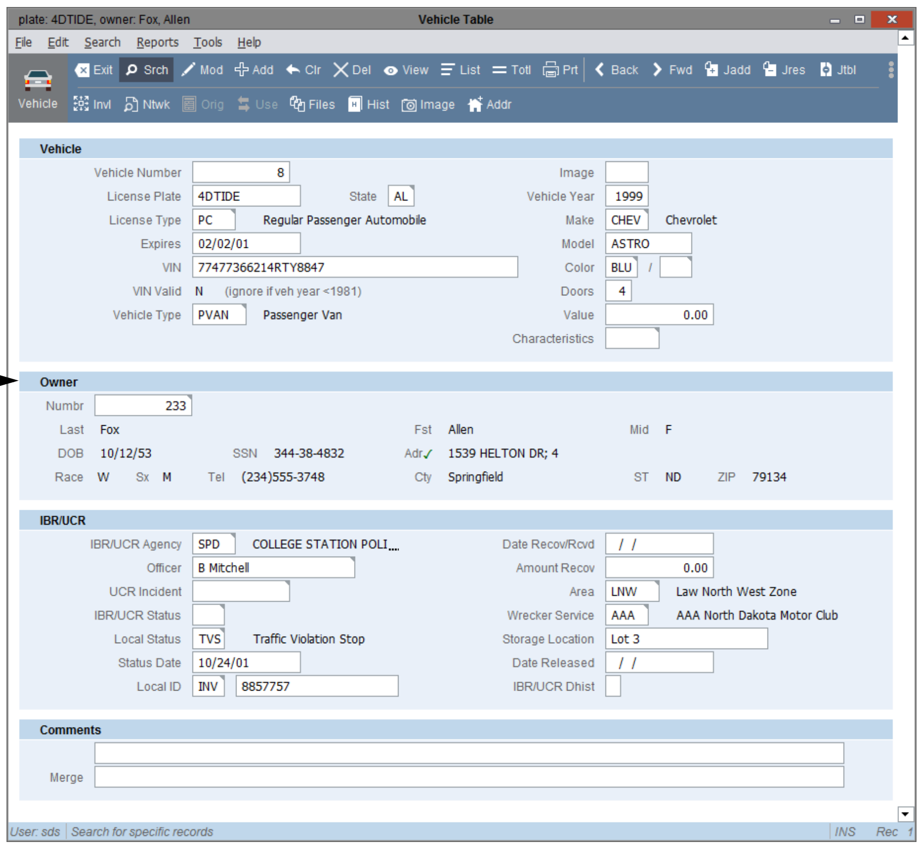
From the main screen

To view an involvement from the main screen:

1. Open the table in which the record is stored. For example, to view the involvements for a Vehicle record, open the Vehicle table.
2. Click **Srch** and locate the correct record.

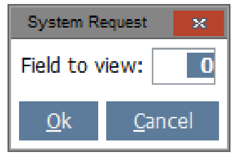
   The software groups information from the involved record in one area, such as the **Owner** area in the Vehicle screen. The information from the involved record appears as view-only fields.

Owner area



3. To view the involved record, do one of the following:

- Click the first field in the grouped area. The screen is placed in Modify mode. Click the Lookup button.
- Click the **View** button to number the fields on the screen and displays the following dialog box.



Enter the number of the field that contains the record number of the involved record, and then click **OK**. For example, in the Vehicle screen, enter the number of the **Owner** field.

The software displays the involved record.

4. Click **Exit** to return to the original record. If using the Lookup button, then click **Cancel** to exit Modify mode.

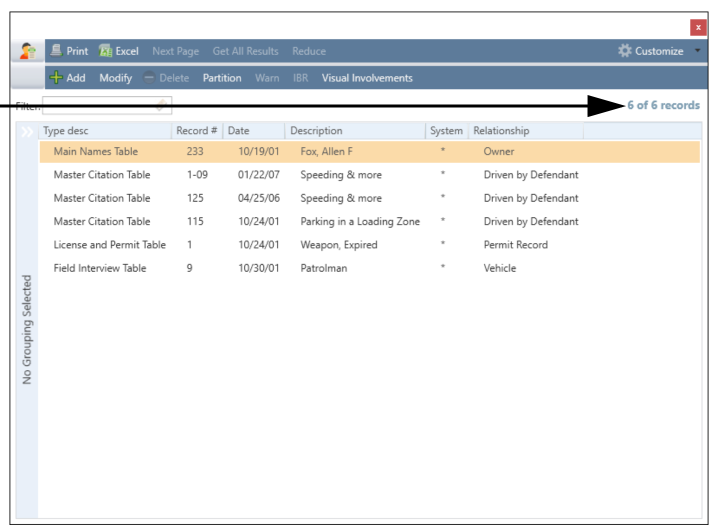
From the Involvements screen

To view an involvement from the Involvements screen:

1. Open the table in which the record is stored. For example, to view the involvements for a Name record, open the Names table.
2. Click **Srch**, and locate the correct record.
3. Click the **Invl** button.

   The Involvements screen opens.

Total number of involvements for the record



Each record in the list represents an involvement to a different record. The screen displays the following information for each involved record:

– The table in which the involved record is stored. For example, an `NM` in the **Type** field indicates that the involved record is stored in the Names table.

– The record number of the involved record.

– The date. In general, this is the date that the involvement was created. However, your SAA can set up the software to display a different date. See "Determining the involvement date" on page 380.

– A brief description of the involved record.

– An indicator as to whether or not the record is a system-defined or user-defined involvement. System-defined involvements are marked with an asterisk (*).

– The relationship between the source record and the involved record. For example, a common relationship between a Name record and a Vehicle record is `Owner`.

NOTE

In the **Involvements** tab of an Arrest record, a plus sign (+) next to the value in the **Description** field indicates multiple charges on an arrest. For information about involvements in Jail, see the *Jail User Manual*.

If the record has numerous involvements, all the involvements might not appear on the screen. For instructions on viewing hidden involvements, see "Navigating the Involvements screen" on page 374.

4. To view an involved record, do one of the following:

   – Double-click the record.

   – Press the Up Arrow or Down Arrow keys to highlight the record, and then press Enter.

   The software opens the involved record.

TIP

With the involved record open, select the **Invl** button to view a list of involvements for that record. The software tracks the number of levels you move from the original record and displays the depth level in the lower-right corner of the screen. For example, `Depth: 2`.To return to the original record, close the Involvement screen, and then click the **Orig** button.

5. Click **Exit** to return to close the involved record and return to the original record.

> **TIP**
>
> The Involvements screen can be customized to create and save list configurations for later use. For more information, see "Appendix E" on page 511.

Navigating the Involvements screen

To navigate the Involvements screen, do any of the following:

- Use the Up Arrow and Down Arrow keys to move up or down the list by one record.
- Use the Page Up and Page Down keys to move up or down the list by one page.
- Press Ctrl+G to move to the last involvement in the list.
- Press Ctrl+A to move to the first involvement in the list.

To sort or filter the list, do the following:

- To sort records in ascending or descending order, click a column header.
- To filter data, enter text in the **Filter** field. As text is entered, the list narrows to only those records containing the matching data. For example, to filter the list for records that contain the word Mary, enter **`Mary`**.

Using the Involvements screen toolbar

The Involvements screen toolbar contains the following buttons. Additional toolbar buttons might be displayed, depending on the screen that is opened.

Button	Description
Print	Opens the Print dialog box to configure printer settings and print the list.
Excel	Opens the list in an Excel spreadsheet, which can be edited, saved, or printed.
Next Page	Retrieves the next page of records from the database and displays them at the end of the list. Use the scroll bar or arrow keys to view more records.

Button	Description
Get All Results	Retrieves all records from the database at one time to be displayed. To stop the retrieval process, click the Cancel button. Records that have been retrieved to that point are displayed. To continue the process, click Get All Results again.
Reduce	Removes all unmarked records from the list. To mark or unmark records, select or clear the check boxes. Reducing the records is available only after a search is performed and the list is opened.
Cancel	Stops the retrieval process when all results are being retrieved from the database. Records that have been retrieved to that point are displayed.
Add	Used to add a new involvement to a record.
Modify	Used to modify an involvement record.
Delete	Used to delete an involvement record.
Partition	Used to partition an involvement record.
Warn	Used to quickly add or remove a warning for an involvement record.
IBR	Used to open the IBR module to complete incident-based reporting information for an involvement record.
Visual Involvements	Used to open the Visual Involvements screen.

Adding System-Defined Involvements

You add system-defined involvements from the main screen (not from the Involvements screen). Before adding involvements, make sure that you understand the information in "Understanding Involvements" on page 368.

The following table lists the system-defined involvements that you can add from tables in the Hub module. However, you can add system-defined involvements from many other tables in the software. For instructions on adding a system-defined involvement from a table in another module, see the manual for that module.

Table name	Type of involvement	Description	See
Names	Alias	Adds an involvement between the Name record and the alias Name record	"Adding and Viewing Aliases" on page 198
Vehicle	Owner	Adds an involvement between the Vehicle record and the Name record for the owner	"Entering Owner Information" on page 215
	Law Incident	Adds an involvement between the Vehicle record and the associated Law Incident record	"Entering Law Incident information" on page 216
	Owner history	Adds an involvement between the Vehicle record and the associated Name record	"Adding Vehicle History Records" on page 355
	Law Incident history	Adds an involvement between the Vehicle record and the associated Law Incident record	
Property	Owner	Adds an involvement between the Property record and the Name record for the owner	"Entering Owner Information" on page 242
	Law Incident	Adds an involvement between the Property record and the associated Law Incident record	"Entering Law Incident Information" on page 243
	Owner history	Adds an involvement between the Property record and the associated Name record	"Adding Property History Records" on page 357
	Law Incident history	Adds an involvement between the Property record and the associated Law Incident record	
Wanted Person	Wanted Person	Adds an involvement between the Wanted Person record and the Name record for the wanted person	"Entering Name Information" on page 257

Adding User-Defined Involvements

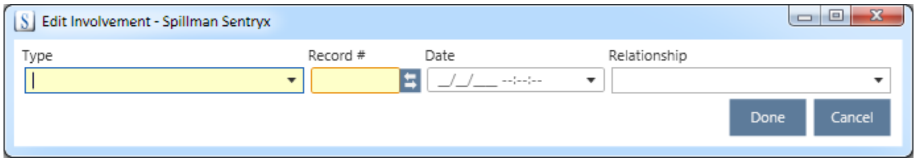
In user-defined involvements, you define the relationship between the two linked records. Add a user-defined involvement only if no system-defined involvements exist for the relationship you want to define. For example, if the principal driver of a vehicle is not the vehicle's owner, add a user-defined involvement between the Vehicle record and the Name record for the principal driver. You add user-defined involvements from the Involvements screen.

To add a user-defined involvement:

1. Open the table in which the main record is stored. For example, to add an involvement for a Name record, open the Names table.
2. Click **Srch** and locate the correct record.
3. From the open record, click the **Invl** button.

   The Involvements screen opens.
4. Click **Add**.

   The Edit Involvement screen opens



5. In the **Type** field, select the type of record to add for the involvement. For example, if the involved record is in the Names table, select `NM - Main Names Table`. See "Entering Data in Coded Fields" on page 136.
6. In the **Record #** field, enter the record number for the record type selected. In the number is unknown, click the **Use** button to topen the associated table and location the record. Once found, click **Use** to import the number to the field.

   A description of the involved record is displayed in the **Description** field.
7. In the **Date** field, enter the date of the involvement, or use the drop-down calendar. Do not use the date that the involved record was created. See "Determining the involvement date" on page 380.

8. In the **Relationship** field, enter the relationship between the original record and the involved record. For example, if adding a Name involvement for a victim to a Law Incident record, enter **`Victim`**.

> **TIP**
>
> For involvements between two Name records, your SAA can define a list of valid relationships from which you must select. For all other types of involvements, no predefined relationships exist. If your SAA has defined a list of valid relationships for Name-to-Name involvements, and you enter an invalid relationship, then software displays a list of the predefined relationship codes that begin with the same letter as the value you entered. Select the correct relationship from the list.

   If you attach an alert flag to the involvement, the software uses the text in the **Relationship** field as the alert message. For information about adding an alert flag, see "Adding Alert Flags to Involvements" on page 384.

9. Click **Done** (Alt+A).

   The involvement is saved and added to the list.

Adding a miscellaneous-type involvement

A miscellaneous-type involvement allows you to record additional information not entered in the main table and link it to the record. For example, you might use a miscellaneous type involvement to indicate that a person is a gang member, on parole, or a sex offender.

To add a miscellaneous type involvement:

1. Open the record from which to add an involvement.
2. Click **Invl**.

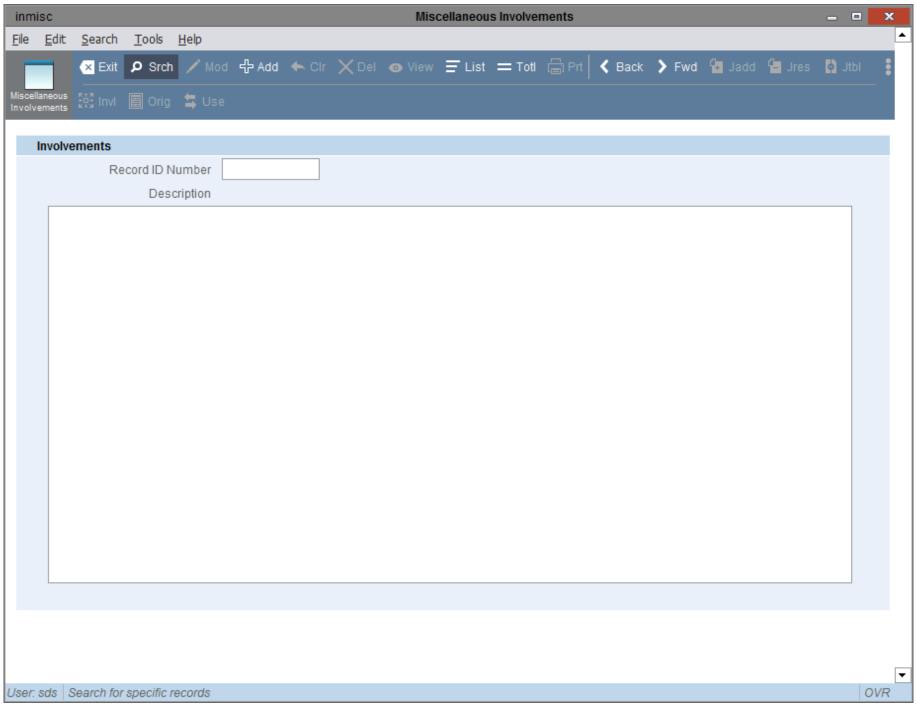
   The Involvements screen opens.

3. Click **Add**.

   The Edit Involvement screen opens.

4. In the **Type** field, select **`MI - Table of misc involvements`**.
5. In the **Record #** field, click the **Use** button.

The Miscellaneous Involvements screen opens.



6. Click **Add**.

   The software assigns the record ID number.

7. In the **Description** field, enter a description of the involvement, or press Ctrl+E to open the text editor. For example, if the involvement is to indicate that the person is a gang member, enter the name of the gang to which the person belongs and information about the person's gang activity.
8. Click **Accept** (Alt+A).
9. Click **Use** to return to the Edit Involvements screen.
10. In the **Date** field, enter the date the involvement was made.
11. In the **Relationship** field, enter the relationship between the original record and the involved record. For example, `Gang Member`.
12. Click **Done**.

    The involvement is saved and added to the list.

Determining the involvement date

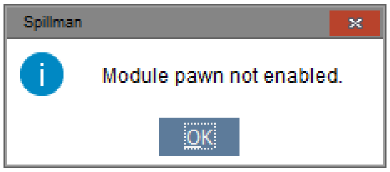
Your SAA can set up the software so that it populates a date other than the current date in the **Date** field on the Involvements screen. The following table lists each type of involvement and the date populated for that type.

Involvement type	Date used
Name	The software does not enter a date.
Miscellaneous	The software does not enter a date.
Premises	The software does not enter a date.
Property	The software does not enter a date.
Vehicle	The software does not enter a date.
Dissemination	The software does not enter a date.
Master Evidence Property	The software does not enter a date.
Name Association Definitions	The software does not enter a date.
Case File	Date initiated
Law Incident	Date reported
EMS Incident	Date reported
Fire Incident	Date reported
CAD Call	Date reported
Fire Field Interview	Interview date
Law Field Interview	Interview date
Traffic Citation	Date issued
Traffic Warning	Date issued
License and Permit	Application date
Vehicle Impound	Impound date
Pawn Activity	Date the activity was completed If the activity date is blank, the software displays the assigned date. If the assigned date is blank, the software displays the requested date.
Pawned Property	Date pawned
Wanted Person	Date received If the date received is blank, the software displays the date the warrant was issued.

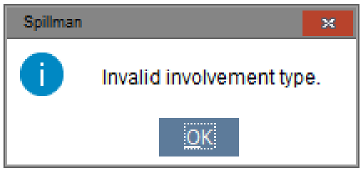
Involvement type	Date used
Civil Process	Date received If the date received is blank, the software displays the date the process was issued.
Accident	Date accident occurred
Jail Booking	Date of the latest arrest, if the inmate was booked on multiple arrests
Suspect Names	Date Suspect Name record added
Suspect Vehicles	Date Suspect Vehicle record added
CAD Traffic Stop	Date CAD traffic stop occurred

Involvement error messages

If you try to add an involvement to a module that is not active or that your agency does not own, a dialog box similar to the following opens.



Click **OK** or press Enter. The following dialog box opens.



Click **OK** or press Enter to return to the Involvements screen.

If you receive these error messages, have your SAA contact a Spillman Sales representative to purchase the module that you need.

Modifying or Deleting Involvements

Modify or delete involvements in an Involvements screen only when *absolutely* necessary. The involvement is the link between two records in the software. Without the involvement, the records are no longer linked.

> **NOTE**
>
> To modify an involvement from the Involvements screen, you must have Modify and Delete privileges for that table. To delete an involvement from the Involvements screen, you must have Delete privileges for that table.

Modifying involvements

To modify an involvement from the Involvements screen:

1. Open the record that contains the involvement.
2. Click **Invl**.

   The Involvements screen opens.
3. Select the involvement to modify, and then click **Modify**.
   - For user-defined involvements, the cursor moves to the **Record #** field. The **Record #**, **Date**, and **Relationship** fields can be modified.
   - For system-defined involvements, the cursor moves to the **Date** field. Only the date can be modified.
4. Modify the involvement as needed.
5. Click **Accept** (Alt+A) to save your changes.

Deleting involvements

System-defined involvements cannot be deleted. However, they can be modified by replacing the involved record with another record. For example, when a vehicle changes ownership, replace the Name record for the previous owner with the Name record for the new owner. For more information, see “Adding System-Defined Involvements” on page 376.

Delete a user-defined involvement only if one of the following is true:

- The current record was inappropriately associated with the involved record.
- The current record is not valid or no longer needed.

To delete a user-defined involvement:

1. Open the record that contains the involvement.
2. Click **Invl**.

   The Involvements screen opens.
3. Select the involvement to delete, and then click **Delete**.

   The involvement is deleted and removed from the list.

Adding Alert Flags to Involvements

If your SAA has defined proper security clearance for you, then you can add an alert flag to a user-defined involvement. The alert flag alerts users to important information that might not be readily visible when they view records that reference the involved record.

For example, if a Law Incident record has an involvement linking it to a suspect's Name record, then you can add a warning flag to the involvement to alert other users that the person is a suspect in a incident. The alert appears next to the person's name anywhere that name information appears.

When you add an alert flag, the software makes the following changes to the record:

- Moves the involvement to the top of the Involvements screen.
- Changes the appearance of the involvement on the Involvements screen so that the value in the **Type** field appears in red.
- Displays the alert flag on the related screens. For example, an alert linked to a Name record appears on any screen that displays name information. If more than one alert is linked to a record, the alert with the highest priority is displayed, followed by a plus sign (+).

To add an alert flag to an involvement:

1. Open the record that contains the involvement.
2. Click **Invl**.

   The Involvements screen opens.
3. Select the involvement to which to add the alert. If the involvement does not yet exist, then add it.

> **TIP**
>
> The software displays the text in the **Relationship** field as the alert message. Before you create the alert flag, make sure the **Relationship** field contains the correct text. To change the text in the field, see "Modifying involvements" on page 382.

4. Click **Warn**.

   The software adds the alert to the involvement, and moves it to the top of the list with the appearance of the text changed in the **Type** field.

Deleting an alert flag

To delete an alert flag for an involvement:

1. Open the record that contains the involvement.
2. Click **Invl**.

   The Involvements screen opens.
3. Select the involvement from which to remove the alert.
4. Click **Warn**.

   The software moves the involvement to its original place in the list and changes the appearance of the text in the **Type** field back to normal text.

Chapter 14

Printing Records and Running Reports

Jump to topic:

Overview

This chapter describes how to print one record or a set of records, such as a search set found by a search. Besides printing the records, you have the option of previewing the data on the screen, sending the data to a user's UNIX mail account or to a UNIX command, or saving the data to a file on your computer.

The chapter also describes how to run reports in the software. A report compiles information from a number of records and then organizes that information into a specific format. As with records, you can print a report, save it to a file, send it to a user's UNIX mail account or to a UNIX command, or preview it on the screen.

You can also use a `.x` print format to print a record or a report in formatted text or as a PDF or HTML file.

Use the eSign feature to capture and store electronic signatures on receipts and reports for certain modules.

See the following table to quickly find the information you need.

To learn how to	See
Print one record or a set of records	"Printing Records" on page 389
Run a report	"Running Reports" on page 400
Use the `.x` print format	"Printing Records or Reports with a .x Print Format" on page 408
Use the reports that are available for the Hub module	"Available Reports" on page 411
Use the eSign feature	"Available Reports" on page 411

Printing Records

This section describes how to print records in the software. It also explains the following:

- Using the Print Preview screen
- Selecting a format in which to print records
- Printing involvements associated with a Name record
- Using a list report

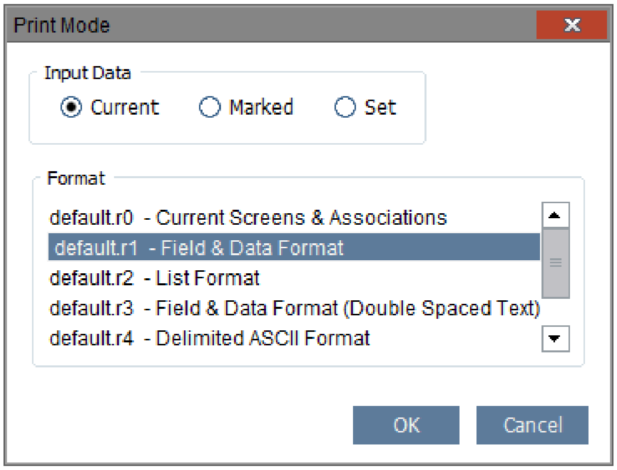
Printing records

Use the following procedure to print a record or records:

1. Open the table that contains the records you want to print. For example, to print a Name record, open the Names table.
2. Search for the record(s) you want to print.

   Depending on how your software is set up, the software might display the search set in a list. If the list does not appear automatically, you can select the **List** button to view all the records in the search set. If you do not want to print all of the records in the search set, narrow the search set. For details on searching, viewing search lists, and marking records in a search list, see Chapter 11: “Searching for Records” which begins on page 295.
3. Select the **Prt** button.

   The Print Mode dialog box appears.

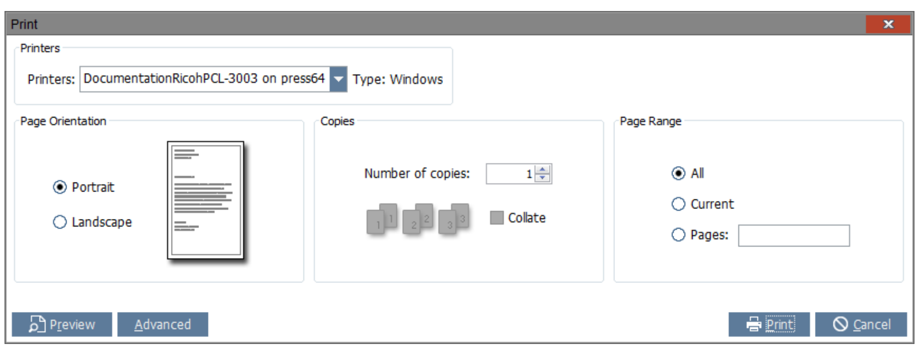


4. In the **Input Data** area, select the record(s) you want to print. You can do one of the following:
   – Click **Current** to print the record currently displayed on the screen.
   – Click **Marked** to print only those records that are marked in the list window.
   – Click **Set** to print all the records in the search set.
5. In the **Format** area, select the format in which to print the record(s). You can do one of the following:
   – Click the desired format.
   – Press Alt+F or Ctrl+F.
   – Click the **Format** area, use the Up Arrow or Down Arrow key to move through the list, and select the desired format.

> **NOTE**
>
> The `default.r0 - Current Screens & Associations` format works if you are printing *only* one record and if you selected **Current** in the **Input Data** area. It does not work if you are printing more than one record or if you selected **Marked** or **Set** in the **Input Data** area.

6. Click **OK** or press Enter.

   The Print dialog box opens.



   The printer that appears in the **Printers** field depends on how your SAA set up the software. The **Type** field displays either `Windows` or `UNIX`, depending on the type of printer you choose. For more information, see "Setting the default printer type" on page 398.

7. Change the print destination as needed.

– In the **Printers** field, select the printer to which you want to send the record(s). Click the **Printers** arrow for a list of available Windows and UNIX printers.

> **NOTE**
>
> If your SAA adds or deletes a Windows printer, the change appears only after you restart the software.

– To send the record(s) to a destination other than a printer, click the **Advanced** button. For more information, see "Printing to a local file, a UNIX mail address, or a UNIX command" on page 392 and "Printing a record or report with a .x print format as a PDF file or an HTML file" on page 409.

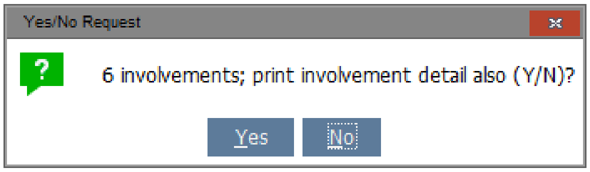
8. In the **Page Orientation** area, change the page orientation for your printout as needed. By default, `Portrait` is selected.
9. In the **Copies** area, select the number of copies you want to print. If you print two or more copies, the **Collate** option becomes available.

> **NOTE**
>
> If you send the records to a UNIX printer, the **Page Orientation** and the **Collate** options are unavailable.

10. To print the record(s), click **Print** (Alt+P).

> **NOTE**
>
> To preview the printout before you print it, click the **Preview** button. For more information, see "Using the Print Preview screen" on page 394.

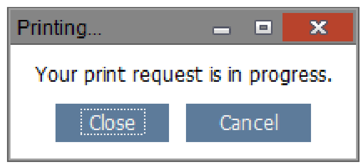
If the format you selected prints involved records, then a dialog box opens.



Depending on whether you want to print the involved records, do one of the following.

To	Do this
Print the current record and *all* the records linked to the record.	Click **Yes**.
Print the current record and a list of the record's involvements. (This option prints a list of the record's involvements without printing all the data in the involved records.)	Click **No** or press Enter.

A dialog box opens, stating that the print request is in progress.

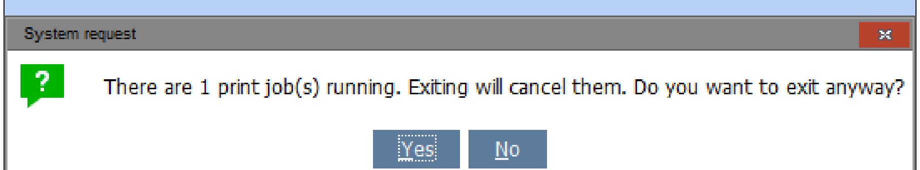


After processing the information, the software closes the dialog box and sends the information to the selected destination.

11. To close the dialog box before the information is processed, click **Close** or press Enter. To cancel the print request, click **Cancel**. (If you click **Cancel**, the software notifies you that the print job has been canceled.)

NOTE

If you exit the software before your print job is printed, a dialog box similar to the following appears.



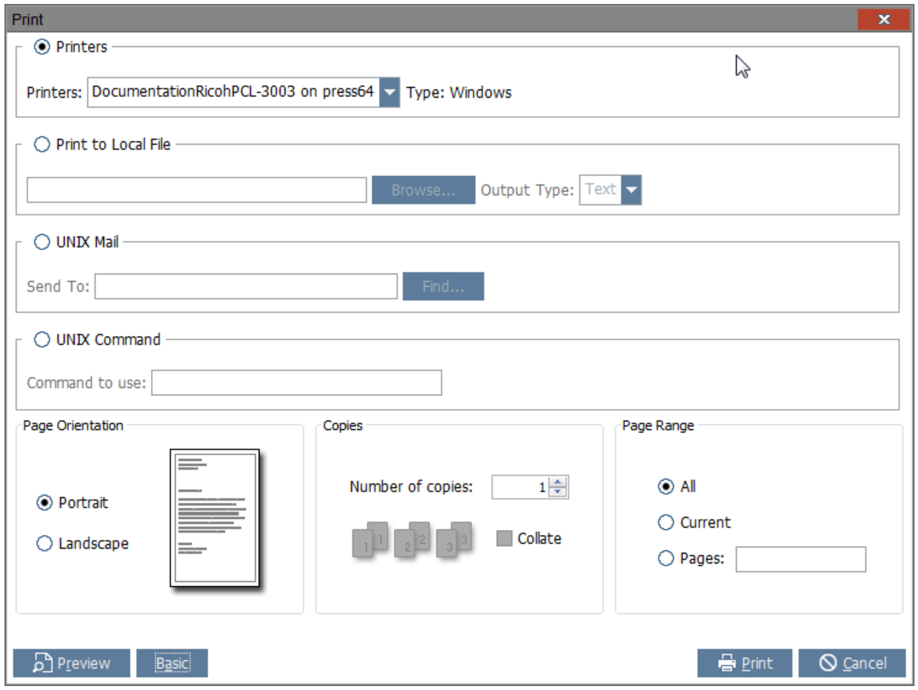
Click **Yes** to exit the software without completing your print job. Click **No** to return to the screen and finish printing.

Printing to a local file, a UNIX mail address, or a UNIX command

To print the record(s) or report to a file on your computer, to a UNIX mail address, or to a UNIX command:

1. In the **Print** dialog box, click the **Advanced** button.

The Print dialog box expands to include the advanced print options.



NOTE

The **Output Type** option is available only if you select a `.x` print format and the **Print to Local File** option. See "Printing a record or report with a .x print format as a PDF file or an HTML file" on page 409 for more information.

2. Set the destination of the print job by doing one of the following:
   - Select **Print to Local File** to save the record(s) to a file on your computer. You can enter a path in the **Print to Local File** field, or you can click **Browse** to open a window and search for a folder in which to save the file.
   - Select **UNIX Mail** to send the record(s) to a UNIX mail address. You can enter a UNIX mail address in the **Send To** field, or you can click **Find** and select a UNIX mail address from a list.
   - Select **UNIX Command** to send the record(s) to a UNIX command. Enter the command in the **Command to use** field.

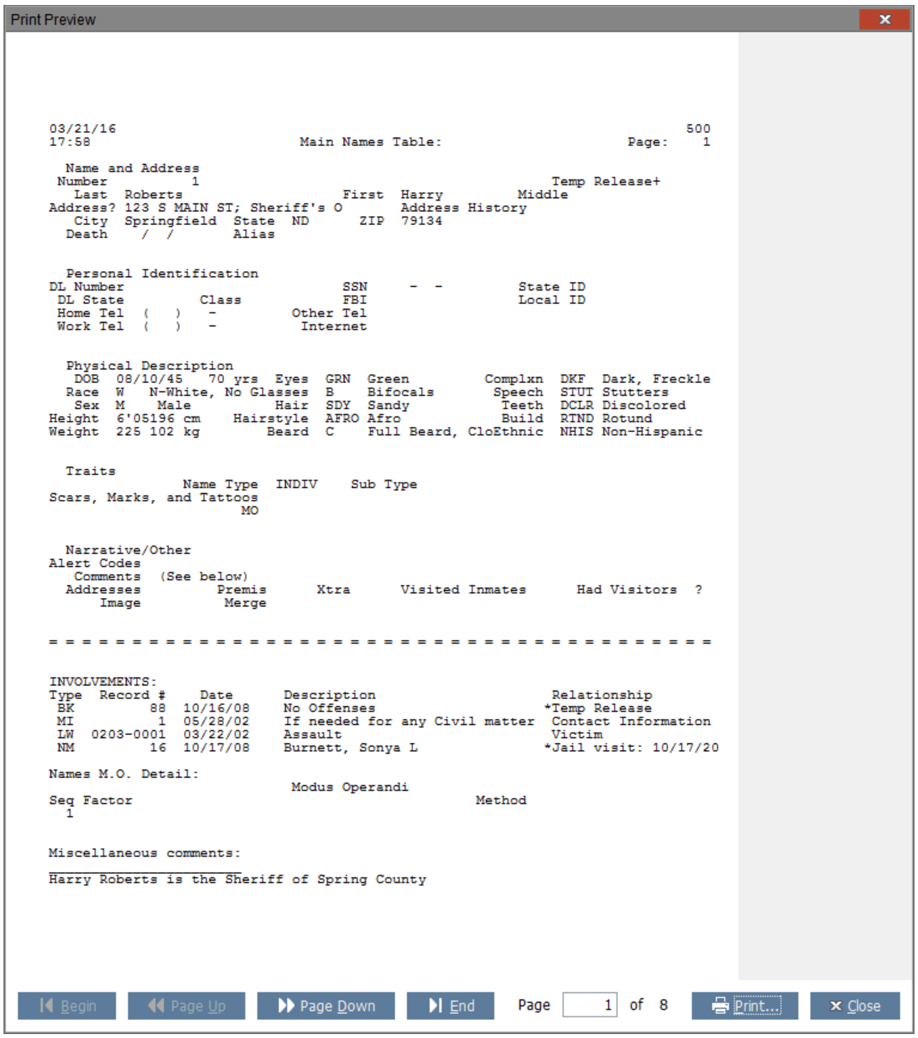
NOTE

If you send the print job to a destination other than a printer, the **Page Orientation** area and the **Copies** area become unavailable.

3. Click **Print** (Alt+P) to print the record(s). Click **Cancel** (Alt+C) to cancel the print job.

Using the Print Preview screen

To view a record or a report before you print it, click the **Preview** button on the Print dialog box to open the Print Preview screen.



The Print Preview screen indicates the currently displayed page and the total number of pages included in the record or report you are printing. For example, the previous example screen is showing the first of three pages.

To view the information in the record or report, do the following:

- Use the scroll bar(s) to view all the information on a page.
- Click the **Begin** button to go to the first page.
- Click the **Page Up** button to go to the previous page.
- Click the **Page Down** button to go to the next page.
- Click the **End** button to go to the last page.

From the Print Preview screen, you can click **Print** to print the record or report or **Close** to close the screen without printing.

Printing from the Print Preview screen

When you print a record or report from the Print Preview screen, the software sends the print job to the destination of your previous print job.

To send the print job to a different destination, close the Print Preview screen, restore your print information by clicking the **Recall** button (Alt+R), and use the Print Mode and Print dialog boxes to set your printing options and print. For more information, see "Printing Records" on page 389.

Selecting a format

The software allows you to select between several output formats. You select the output format from the **Format** field in the Print Mode dialog box.

The following table describes the possible format options.

Format option	Description
`default.r0 - Current Screens & Associations`	Prints the current record and any records linked to that record. To print multiple records, select a different format.
`default.r1 - Field & Data Format`	Prints the records in a two-column format with the field names in one column and the data in the other column.
`default.r2 - List Format`	Prints a list of the records in a search set. (See "Using a list report" on page 397.)
`default.r3 - Field & Data Format (Double Spaced Text)`	Prints the records in a two-column format. This format is the same as `default.r1 - Field & Data Format` except the text is double spaced.

Format option	Description
`default.r4 - Delimited ASCII Format`	Prints the records as a delimited ASCII file. You can import the ASCII file into another program, such as a spreadsheet program.
`default.r5 - Comma Delimited ASCII Format`	Prints the records as a comma-delimited ASCII file. You can import the ASCII file into another program, such as a spreadsheet program.

Printing selected involvements for a Name record

The **Prt** button on the Names screen lets you select and print multiple involvements without opening the Involvements screen.

> **TIP**
>
> To print involvements one at a time, use the **Prt** button on the Involvements screen.

To use the **Prt** button to print multiple involvements:

1. Display the appropriate Name record.
2. Select the **Prt** button.

   The Print Mode dialog box appears.

> **NOTE**
>
> Because you are printing involvements for only one Name record, **Current** is the only available option in the **Input Data** area.

3. In the **Format** area, select one of the following:
   - `default.r1 - Field & Data Format`
   - `default.r3 - Field & Data Format (Double Spaced Text)`
4. Click **OK**.

   The Print dialog box appears.
5. Set your printing options. See "Printing Records" on page 389 for more information.
6. Click **Print** (Alt+P).

   The screen displays a list of all the involvements associated with the current Name record.

7. Select the involvements you want to print, using the normal methods for marking and unmarking records:
   - Press **M** to mark all records.
   - Press **C** to unmark (clear) all records.
   - Press the Spacebar to mark or unmark only the highlighted record.
   - Press **R** to reduce the list to the marked records.
8. With the correct involvements selected, click **Accept**.

   A dialog box opens, stating that the print request is in progress. After processing the information, the software close the dialog box and sends the information to the selected destination.
9. To close the dialog box before the information is processed, click **Close** or press Enter. To cancel the print request, click **Cancel**. (If you click **Cancel**, the software notifies you that the print job has been canceled.)

Using a list report

When you print a set of records as described in "Printing Records" on page 389, the software prints all information contained in the records. If you only need a list of the records in the search set, use the list report. This option prints only limited information from each record.

Your SAA has the option of creating report formats for the list report. If your SAA has not created any report formats for a particular table, the software uses the default format. The default format works as follows:

- It prints the fields in the order they appear on the screen and in rows rather than columns.
- Most of the fields print as they appear on the screen with the following exceptions:
  - For text fields, the report replaces all hard returns with spaces.
  - For numerical values, the report generally rounds the numbers to two decimal places.

Printing a list report

To print a list report:

1. Open the table that contains the records that you want to print. For example, to print a set of Name records, open the Names table.
2. Click **Srch**, and search for the records. See "Searching a Table" on page 298.

The software displays the first record found by the search.

3. Select the **Prt** button.

   The Print Mode dialog box appears.

4. In the **Input Data** area, select the records to print.

To	Do this
Print only the current record on the screen.	Select `C - Current`
Print only the records that are marked in the list screen. See "Narrowing a search set" on page 323.	Select `M - Marked`.
Print all the records in the search set.	Select `S - Set`.

5. In the **Format** area, select one of the following formats: **default.r2 - List Format** or **default.r4 - Delimited ASCII Format**. For a description of each format, see "Selecting a format" on page 395.

6. Click **OK**.

   The Print dialog box opens.

7. Click the **Printers** arrow and select the printer to which to send the report. To send the report to a destination other than a printer, click the **Advanced** button. See "Printing to a local file, a UNIX mail address, or a UNIX command" on page 392 and "Printing a record or report with a .x print format as a PDF file or an HTML file" on page 409.

8. Click **Print** (Alt+P).

   If your SAA has created multiple formats for this table, a window appears with a list of the available formats.

9. Select the format that you want to use.

   The software sends the report to the print destination you specified.

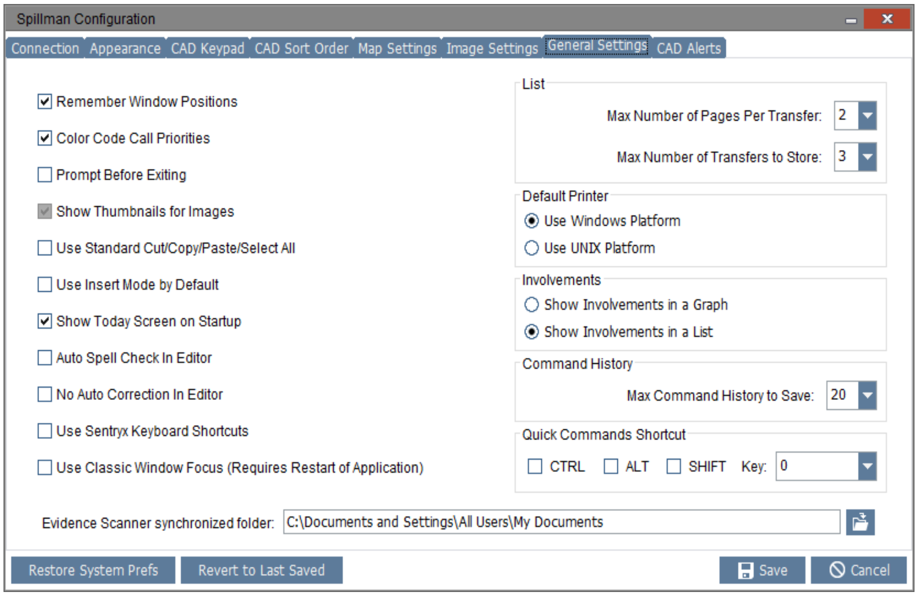
Setting the default printer type

To set the default printer type:

1. From the menu bar, select **File** > **Configure**.

   The Configuration screen opens.

2. Select the **General Settings** tab.



3. In the **Default Printer** area, select the default printer type.
   – If you select `Use Windows Platform`, the name of your default Windows printer appears in the **Printers** area.
   – Depending on how your SAA set up the software, if you select `Use UNIX Platform`, one of the following appears in the **Printers** area:
      – The name of your default UNIX printer
      – The default UNIX mail address
      – The default UNIX command
4. Click **Save** to save your changes and close the Configuration dialog box.

Running Reports

This section describes how to run reports in the software. It also contains a description of the reports available in the Hub module. For a description of the reports available in another module, see the manual for that module.

Opening a report

Use one of the following methods to open a report in the Report screen:

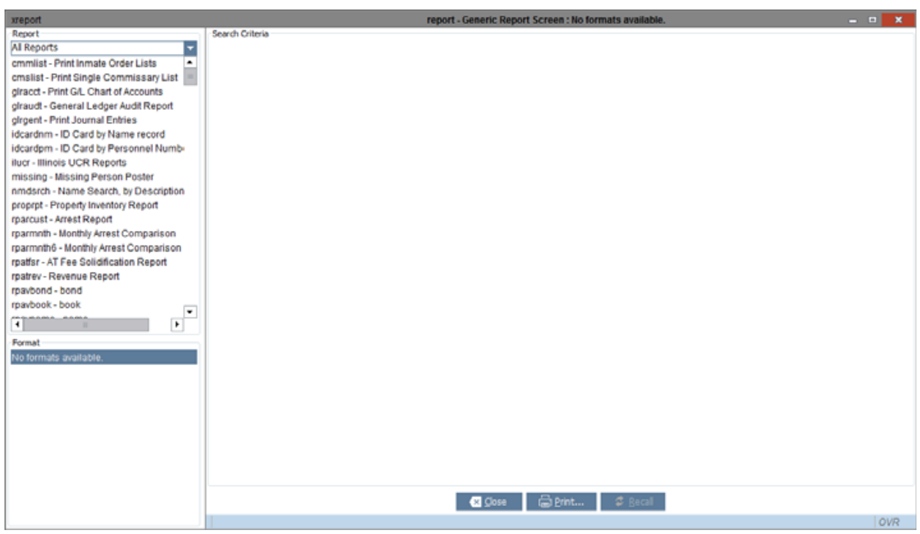
- "Report command" on page 400
- "Report name" on page 401
- "Tree Menu" on page 401

Report command

To use the Report command to open a report:

1. At the command line, enter **`report`** or **`reports`**.

   The Report screen opens.

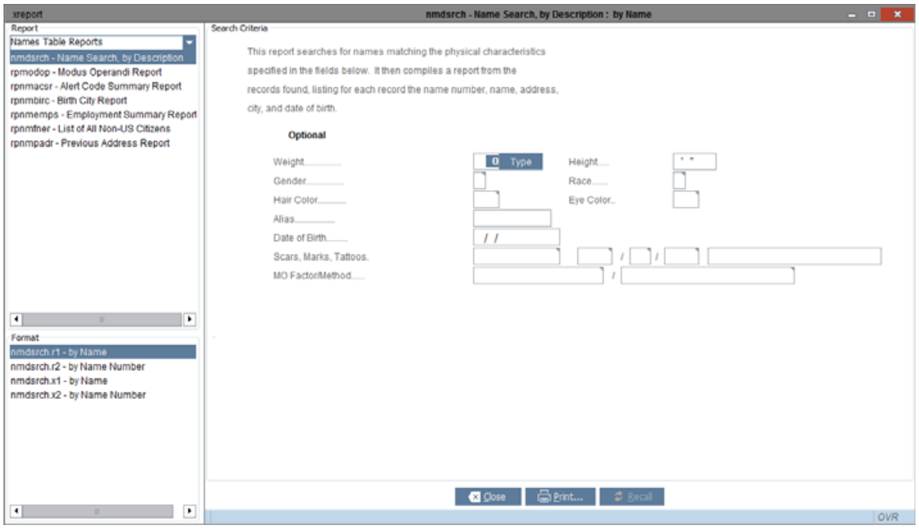


   The **Report** area displays a list of available reports for which you have privileges

2. Use the scroll bar or arrow keys to navigate the list. To filter the list by category, click the drop-down arrow and select a category.

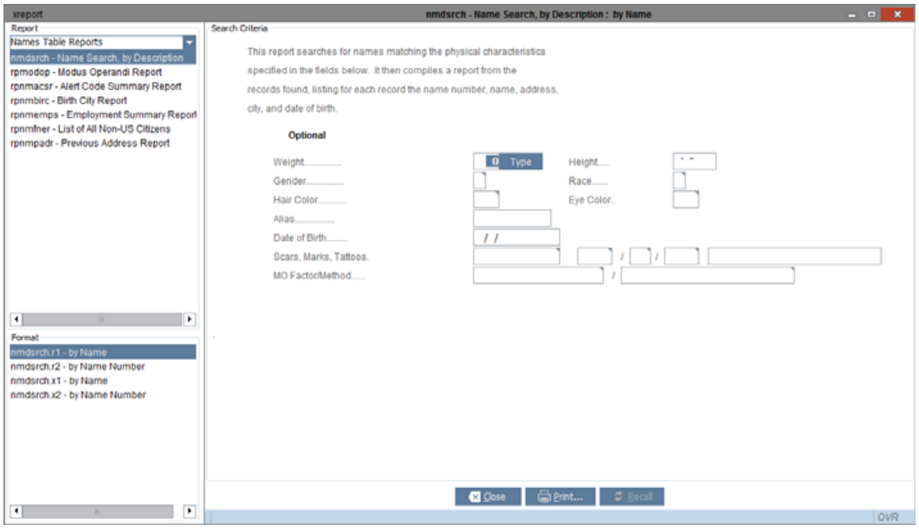
3. Select a report to run. For example, `nmdsrch - Name Search, by Description`.

The Report screen for the specified report appears.



Report name

Open a report directly by entering the name of the report at the command line. For example, to open the **Name Search, by Description** report, at the command line, enter **`nmdsrch`**. The Report screen opens with the specified report.

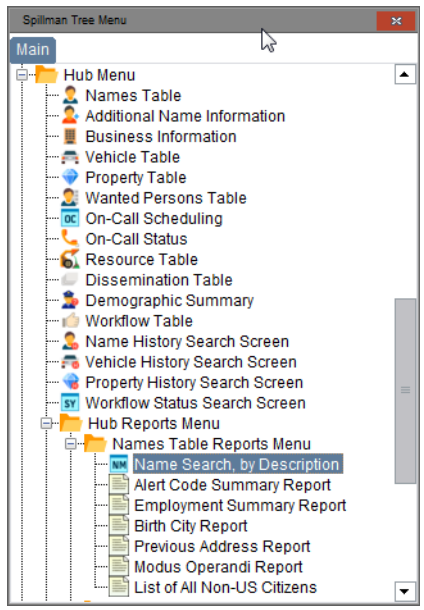


Tree Menu

To open a report from the Tree Menu, locate the report within the associated program, and then double-click the report.

To open the **Name Search, by Description** report:

1. Open the Tree Menu.
2. Open the **Hub** menu.
3. Open the **Hub Reports** menu.
4. Open the **Names Table Reports** menu.
5. Select the **Name Search, by Description** report.



The Report screen opens with the specified report.

TIP

To create shortcuts on the toolbar for the reports that you run most often, drag the report from the Tree Menu to the toolbar. To remove the shortcut, right-click the report and then click **Remove**.

Running a report

To run a report:

1. Open the report to run. See "Opening a report" on page 400.
2. In the **Format** area, select the format in which to run the report.
3. In the **Search Criteria** area, enter the search criteria to determine which records are included in the report.

For example, in the **Name Search, by Description** report, to limit the records to white males who are taller than six feet tall and have blond hair, complete the following fields:

- In the **Height** field, select the search type `Greater Than`, and then enter **`600`**.
- In the **Gender** field, enter **`M`**.
- In the **Race** field, enter **`W`**.
- In the **Hair Color** field, enter **`BLN`** for blond.

4. When finished, click **Print** (Alt+P).

> **NOTE**
>
> When you click the **Print** button, the software clears the search criteria from the Report screen and the **Recall** button becomes available. If you want to perform another search using the same information, click the **Recall** button (Alt+R) or press Ctrl+P to restore the search data.

The Print dialog box opens.

5. Set your printing options, and then click **Print**.

The report is run and printed. See “Printing Records” on page 389 and “Using the Print Preview screen” on page 394.

Entering search criteria for reports

In most report screens, you can enter search criteria to determine which records are included in the report. The fields on the report screens are labeled either required or optional. You must enter search criteria in required fields to run the report. If a field is optional, you can run the report without entering data in the field. The scope of the report narrows with each field in which you enter search criteria.

For example, if you want a Property report to include only a particular brand of items, enter the brand name in the **Item Brand** field. To have the report include all brand names, leave the **Item Brand** field blank.

Use the following guidelines for entering search criteria:

- **Specify a search type to find data within a specific range.** For example, use the `Between` search type to find all the law incidents that occurred within a specific date range. The report screens use the same search types that you use to search a table. See “Changing the Search Type” on page 301.

- **Use wildcard characters to search using incomplete data.** You can use the following wildcard characters: the question mark (`?`), the asterisk (`*`), and brackets (`[]`). For example, if you want a Vehicle report to include vehicles whose license plate numbers begin with the letters AJ, enter **`AJ*`** in the **Vehicle License Number** field. See "Using Wildcard Characters" on page 317.
- **Search on coded fields to obtain precise search results.** In a coded field, select a code from the list. See "Entering Data in Coded Fields" on page 136.

Searching on detail fields

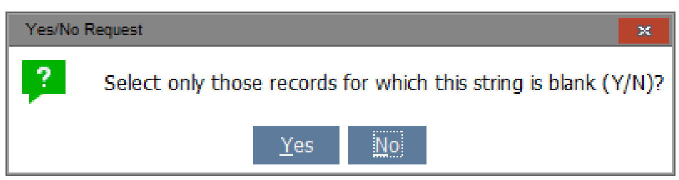
In some fields in the report screens, you can search for a particular code in a detail field. The report screen allows you to search for only one code in this field. However, in the table that field might contain multiple codes. For example, in the Name Search, by Description report, you can search for all persons who have a red rose tattoo. Since the **SMT** detail field on the Names screen can contain multiple records, the Name records found by the software might contain additional scars, marks, and tattoos besides the red rose tattoo.

You use different search types to find groups of codes. For example, to find all Name records for persons who do *not* have a red rose tattoo, use the `Not Equal to` search type.

Clearing search criteria from the current field

To clear search criteria from the current field, use one of the following options:

- With the cursor in the field, click the **Type** button (Ctrl+N) and select the `Ignore` search type. The software clears the data from the field.
- Select the data in the field, and then press the Delete key. The following message appears.

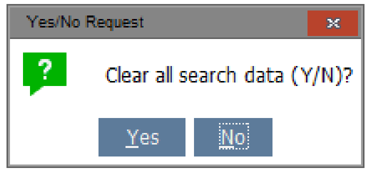


Click **Yes** or press Enter if you want to search for those records that have no entry in this field.

Click **No** (Alt+C) if you want to clear the search criteria from the field and do *not* want this field to be included in the search.

Clearing all search criteria

To clear all search criteria from the screen, press Ctrl+P. The following message appears.



Click **Yes** to clear the fields.

Restoring all search criteria

When you click the **Print** button, the software clears the search criteria from the Report screen. If you want to perform another search using the same information, you can restore the search data by clicking the **Recall** button (Alt+R), or by pressing Ctrl+P.

Selecting the report destination

You have several options for viewing and printing a report. For example, you can print the report, preview the report on the screen, send the report to a user's UNIX mail account or to a UNIX command, or save the report to a file. You select the report destination from the basic or advanced **Print** dialog box.

The following table includes a description of the output devices.

Output device	Description
UNIX Command	Runs a UNIX command. In the advanced **Print** dialog box, select **UNIX Command**.
Local File	Saves the report to a file on your agency's UNIX server. In the advanced **Print** dialog box, select **Print to Local File** and then enter the file name. After you create the file, you can use various methods to distribute it, such as saving the file to a floppy disk, sending the file via e-mail, or transferring the file via FTP.
UNIX Mail Address	Sends the report to a user's UNIX mail account. In the advanced **Print** dialog box, select **UNIX Mail** and then enter the name of the user or users to which you want to send the report. You can click the Lookup button (Ctrl+E) to select from a list of users. See "Appendix B" on page 453.

Output device	Description
Printer	Send the report to a printer. In the basic or the advanced **Print** dialog box, the software enters the default printer (set up by your SAA). To select a different printer (if one is available), click the **Printers** button. The software displays a list of available printers on the network. Select the printer that you want to use.
Preview	View the report on the screen. The software displays the report in the text editor. From the text editor, you can edit the report, save the report to a file, or print the report. See "Appendix D" on page 499. To preview the report on the screen, click the **Preview** button on the basic or the advanced **Print** dialog box. If you print from the text editor, the software sends the report to your default Windows printer. You cannot print a report to a UNIX printer from the text editor.

Delaying the running of a report

If you do not want to run a report immediately, you can select a time in the future to run the report using the AT command. You *cannot* delay the report if you print it from the Print Preview screen.

To delay the running of a report:

1. Open the report you want to run, and enter the search criteria. See "Running Reports" on page 400.
2. Click the **Print** button (Alt+P).

   The Print dialog box opens.
3. Click the **Advanced** button.

   The dialog box expands to include the advanced options.
4. Select the **UNIX Command** option, and then enter the `AT` command in the **Command to use** field.

   For example, to delay the running of a report for 1 hour from the current time, enter the following command:

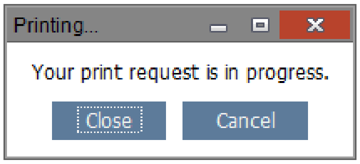
   ```
   at: lp -dwsharp | at now + 1 hour
   ```

   To delay the running of a report until a certain time on a certain day, enter the command similar to the following:

   ```
   at: lp -dwsharp | at 8:15 Jan 24
   ```

You can enter the time specification of the AT command in several different ways. Contact your SAA or see your UNIX documentation for more information.

The following dialog box opens.



After processing the information, the software removes the dialog box and sends the information to the selected destination. To close the dialog box before the information is processed, click **Close** or press Enter. To cancel the print request, click **Cancel**.

Closing the report screen

To close the report screen:

1. Make sure the toolbar is displayed on the report screen. If you are entering search criteria or setting the report options, click **Cancel** (Alt+C) to display the toolbar.
2. From the toolbar, select **Exit** to close the report screen and return to the previous screen.

Printing Records or Reports with a .x Print Format

You can print a record or a report with a `.x` print format to a Windows printer. Use the procedures described in “Printing records” on page 389 and “Running Reports” on page 400.

When you select a `.x` print format, the software prints the record or report in formatted text, as in the following example.

COLLEGE STATION POLICE

Law Incident Summary Report, by Responsible Officer

Agency:

Officer:

Number	Time and Date	Nature	Address	Location	Dsp
1111-0005	22:25:31 11/14/11	Alarm	130 COX CREEK PKWY S; LOWES, Springfield, ND	LC	UNF
1111-0006	08:14:35 11/15/11	Alarm	130 COX CREEK PKWY S; LOWES, Springfield, ND	LC	UNF
1111-0010	12:30:45 11/15/11	Alarm	lowes, Pierre, SD		UNF
1111-0011	12:38:53 11/15/11	Alarm	130 COX CREEK PKWY S; LOWES, Springfield, ND	LC	UNF
1111-0013	22:00:00 11/18/11	Dead Body	234 S 2900 N, Logan, UT		
1111-0022	16:20:47 11/22/11	Coroner Report	101 SANDUSKY WAY, Springfield, ND	LN	
1202-0014	**:**:** **/**/**		, ,		
1210-0001	09:08:14 10/08/12	Assault	113 MAIN GATE AVE, Pierre, SD	EAST	ACT
1210-0002	13:07:17 10/08/12		3310 FLORENCE BLVD, Springfield, ND	LE	ACT
1210-0003	14:25:55 10/08/12	Drugs	3319 FLORENCE BLVD, Springfield, ND	LE	ACT
1210-0010	15:28:06 10/11/12	Theft	3319 FLORENCE BLVD, Springfield, ND	LE	ACT
1210-0011	**:**:** **/**/**	Theft	3450 FLORENCE BLVD, Springfield, ND	LE	
1211-0037	16:58:49 11/28/12	Abandoned Veh	2000 CHISHOLM RD, Springfield, ND	LNW	ACT
12A-12345	12:30:30 10/01/12	Drugs	3319 FLORENCE BLVD, Springfield, ND	LE	
13-P00007	09:28:11 11/04/13		, ,		ACT
13S-00151	12:03:16 11/08/13	Loud Party	420 Elder St, Springfield, WA		ACT

Total Incidents for This Officer: 16

Total Incidents for This Agency: 16

Agency: AR PD

Officer: AR Jenny

Number	Time and Date	Nature	Address	Location	Dsp
AR09A	08:43:58 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR09B	08:44:43 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR09C	08:45:26 05/21/15		2804 Opryland Dr, Nashville, AR		CLO
AR100	08:24:36 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR11A	08:46:49 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR11B	08:47:27 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR11C	08:48:17 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR11D	08:49:04 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR120	08:25:44 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR13A	08:43:04 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR13B	08:52:08 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR13C	08:52:46 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR200	08:27:22 05/21/15		2804 Opryland Dr, Nashville, AR		ACT
AR210	08:28:11 05/21/15		2804 Opryland Dr, Nashville, AR		ACT

rplwisr.x1 04/15/16

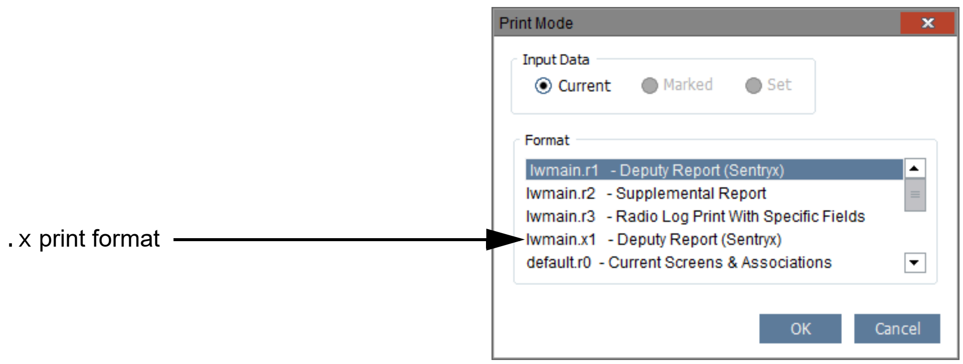
You can also print a record or a report with a `.x` print format to a local file as a PDF file or an HTML file. For more information, see "Printing a record or report with a .x print format as a PDF file or an HTML file" on page 409.

Printing a record or report with a .x print format as a PDF file or an HTML file

To print a record or report with a `.x` print format as a PDF or an HTML file:

1. Open the record or report that you want to print. For example, to print a Law record, open the Law Incident table and search for the record to print.
2. With the record open, select the **Prt** button.

   The Print Mode dialog box opens.



3. In the **Input Data** area, select the records to print.
4. In the **Format** area, select the `.x` format in which to print the records.

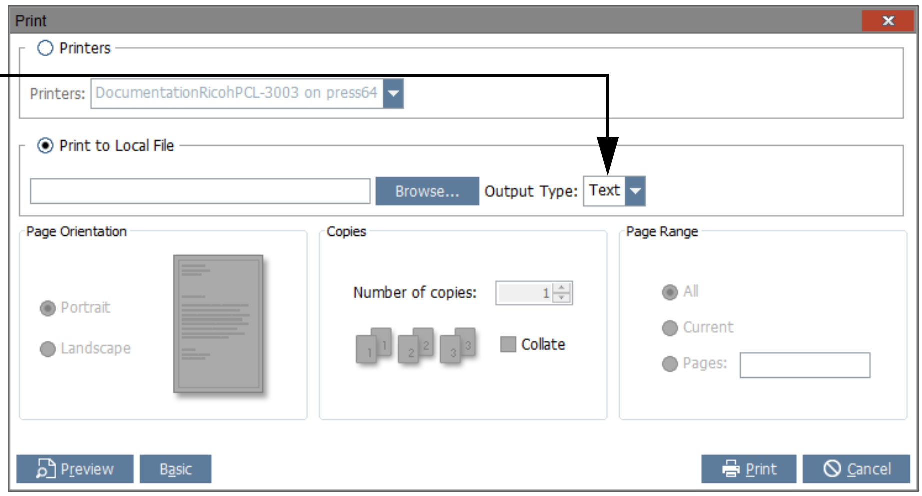
> **NOTE**
>
> If you are printing a report, select a `.x` print format from the **Format** area of the report screen. See "Running Reports" on page 400 for more information.

5. Click **OK** or press Enter.

   The Print dialog box appears. Because the `.x` print format sets up the layout of your record or report automatically, the **Page Orientation** option is not available.
6. Click the **Advanced** button.
7. Select the **Print to Local File** option.

8. In the **Output Type** field, select the file type in which to print the records:
   - **PDF**: Prints the record as a PDF file, using the page format supplied by Spillman Technologies in the software.
   - **HTML**: Prints the record as HTML code that you can then post to a Web page or company intranet page.

Output Type field

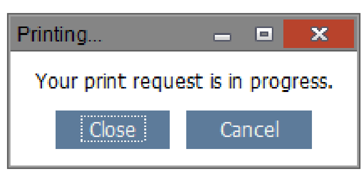


NOTE

If you preview a record or a report with a .x print format, it always appears in PDF format in the Print Preview.

9. Click **Print**.

   The following dialog box opens.



After processing the information, the software removes the dialog box and sends the information to the selected destination. To close the dialog box before the information is processed, click **Close** or press Enter. To cancel the print request, click **Cancel**.

Available Reports

This section provides a brief description of each report available through the Hub module. For information about reports available in other modules, see the manuals for those modules.

The Program name column lists the program name for each report. To quickly access the report, enter the program name at the command line.

Names table reports

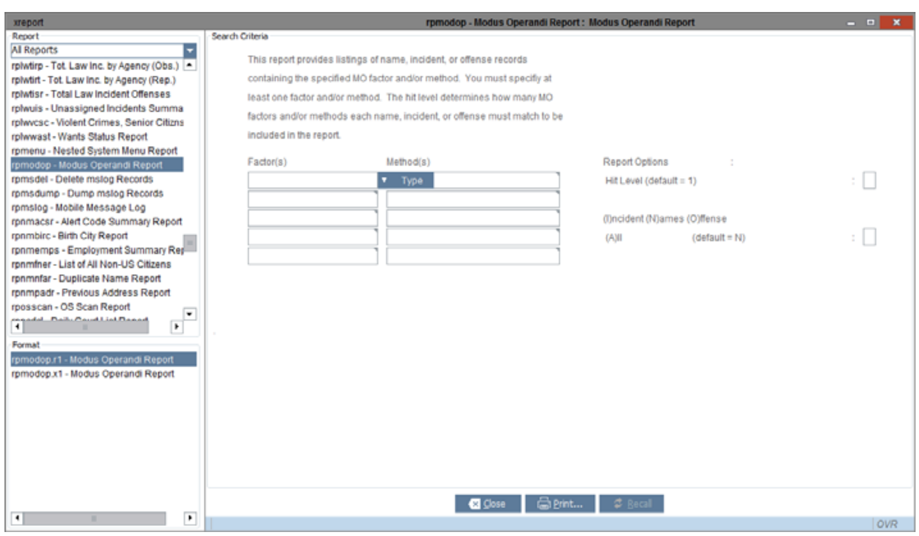
The following table lists reports for the Names table.

Report name	Program name	Description	Formats
Name Search, by Description	`nmdsrch`	Provides a list of the Name records that match the physical characteristics you enter as search criteria. The report includes the Name Number, name, address, city, and date of birth for each Name record.	• Format nmdsrch.r1 sorts the information by last name. • Format nmdsrch.r2 sorts the information by Name Number.
Alert Code Summary	`rpnmacsr`	Depending on the search criteria you enter, the report contains one of the following: • A list of all the alert codes for a particular Name record • A list of all the Name records with a particular alert code The report sorts the information by alert code and includes the Name Number, name, address, and date of birth for each Name record.	
Employment Summary	`rpnmemps`	Provides a summary of the persons whose Name records show employment with a specified employer. Narrow the results by specifying a range of hire dates. The report sorts the information by employer and includes the employer's name, address, and total number of employees. For each Name record, the report includes the employee's name, hire date, and job description.	

Report name	Program name	Description	Formats
Birth City	`rpnmbirc`	Provides a summary of the persons whose Name records show they were born in a specified city or state or were hired within a specified date range. The report sorts the information by birth city and includes the Name Number, name, and hire date for each person.	
Previous Address	`rpnmpadr`	Provides a list of the previous addresses for the persons who match the search criteria. The report sorts the information by Name Number and includes the current address and the previous addresses for each person.	
Modus Operandi	`rpmodop`	Provides a summary of the Name, Law Incident, or Offense records that contain the specified MO factor and/or MO method. For detailed instructions on running this report, see "Running the Modus Operandi report" on page 412.	
List of all Non-US Citizens	`rpnmfner`	Provides a summary of all persons who are not U.S. citizens. The software uses the data in the **Citizenship** field in the Additional Name Information table to compile the report.	

Running the Modus Operandi report

The *Modus Operandi* report allows you to search on the MO factors and methods entered in Law Incident, Name, and Offense records.

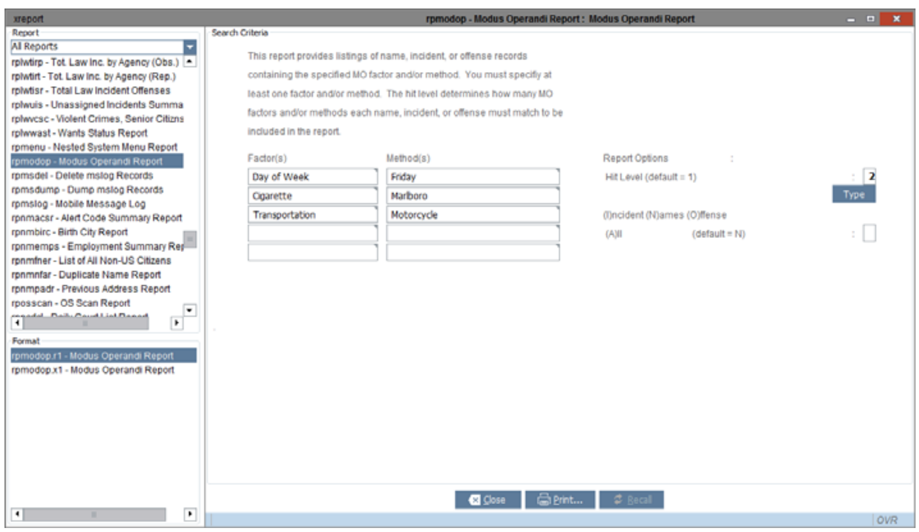


When you enter search criteria in the **Factor** and **Method** fields, you have the following options:

- Search on a specific factor without specifying a method. See "Specified factor only" on page 414.
- Search on a specific method without specifying a factor. See "Specified method only" on page 415.
- Search on a factor/method combination. See "Factor/method in combination" on page 415.
- Search on a specific factor and a specific method but not in combination. See "Factor/method not in combination" on page 416.

You can enter up to four sets of search criteria. In the **Hit Level** field, you specify how many of the sets a record must match.

For example, if you enter three factors in the **Factor** field and three methods in the **Method** field, but want to find records that match at least two sets of search criteria, then in the **Hit Level** field, enter **2**. If you want to find only those records that match all the search criteria, then enter **3**. The default value is `1`.



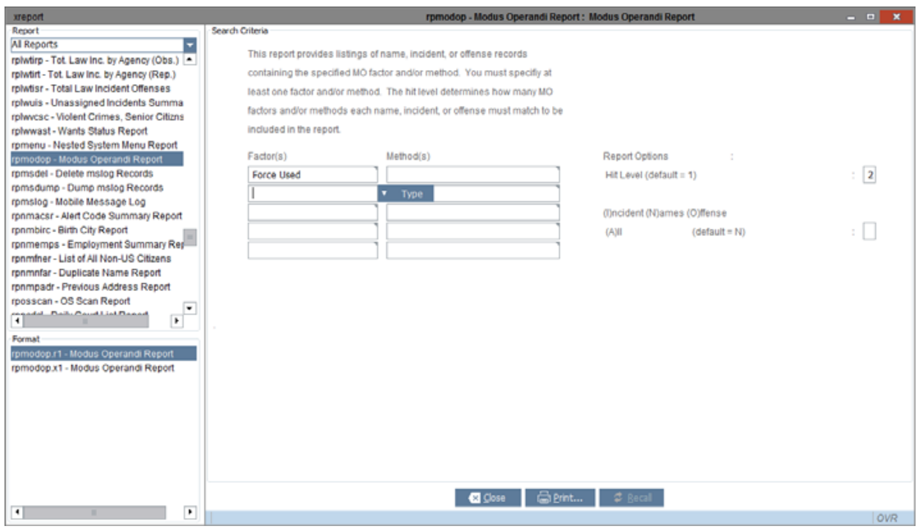
Use the **(I)ncident (N)ames (O)ffense (A)ll** field to indicate the table or tables that you want the software to search. Enter one of the following options.

To search	Enter
The Law Incident table only	`I`
The Names table only	`N`

To search	Enter
The Offense table only	**O**
The Law Incident table, the Names table, and the Offense table	**A**

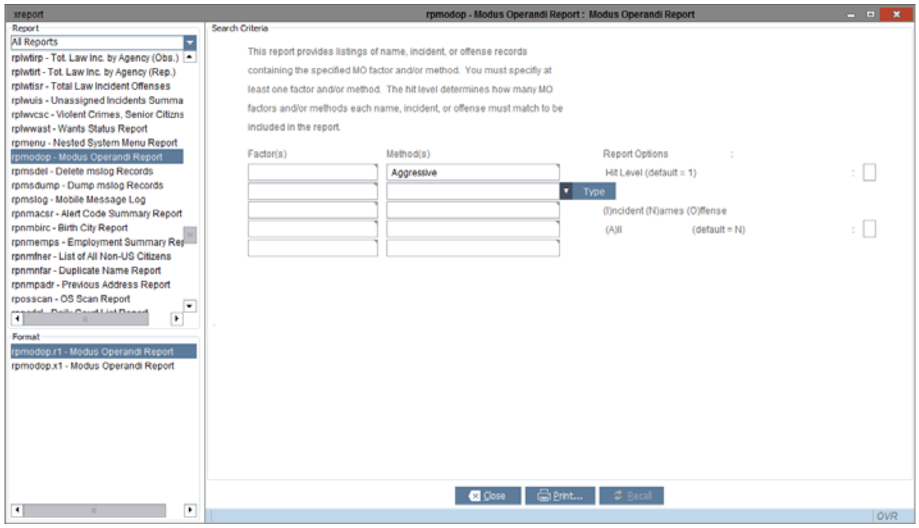
Specified factor only

To search on a specific factor without specifying a method, enter a code in the **Factor** field and leave the corresponding **Method** field blank. The software searches for records that contain the specified factor, regardless of the method. You can enter other search criteria as desired.



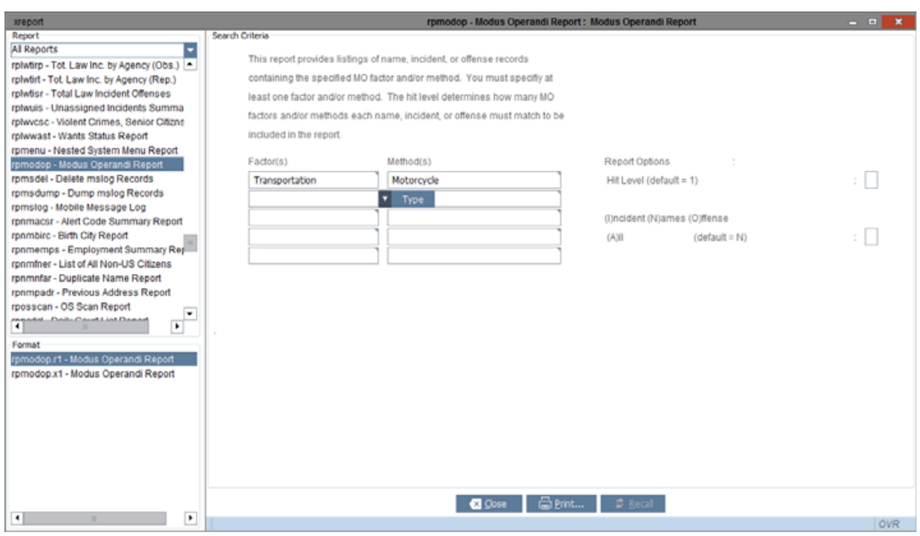
Specified method only

To search on a specific method without specifying a factor, enter a code in the **Method** field and leave the corresponding **Factor** field blank. The software searches for records that contain the specified method, regardless of the factor. You can enter other search criteria as desired.



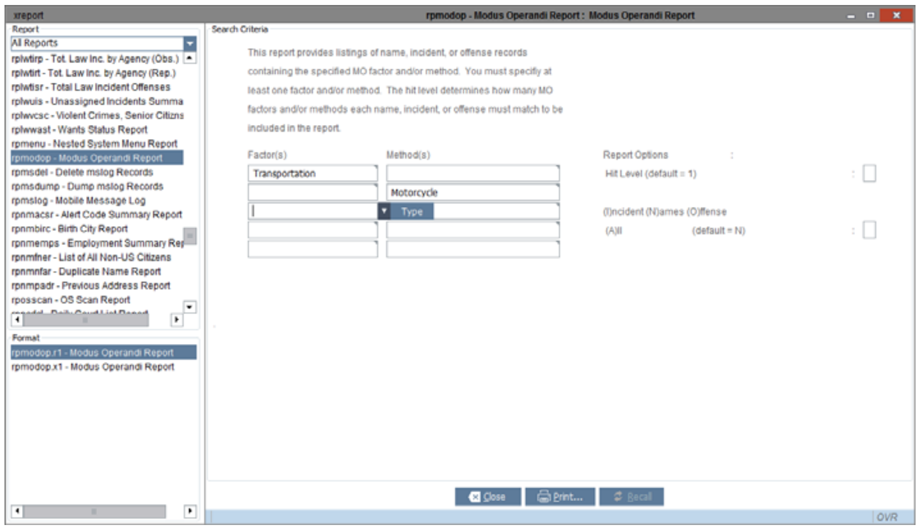
Factor/method in combination

To search for a specific factor/method combination, enter a code in the **Factor** field and a code in the corresponding **Method** field. The software searches for all records that have that combination of factor and method. For example, if you enter **`Transportation`** as the factor and **`Motorcycle`** as the method, the software finds all records in which one MO Detail record contains the specified combination. You can enter other search criteria as desired.



Factor/method not in combination

To search for a specific factor and a specific method that are not necessarily combined, enter a code in the **Factor** field on one line and a code in the **Method** field on a different line. Make sure the value in the **Hit Level** field is at least 2. The software searches for all records that have that factor and method somewhere in the MO detail table but not necessarily in the same MO Detail record. For example, you might enter the factor **`Transportation`** on one line and the factor **`Motorcycle`** on a different line. The software finds all records that have `Transportation` as a factor or `Motorcycle` as a method.



Vehicle table reports

The following table lists reports for the Vehicle table

Report name	Program name	Description	Formats
Vehicle Table Summary	`rpvhvfsr`	Provides a summary of the vehicles in the Vehicle table. The report sorts the information by the Local Status code. For each vehicle, the report includes the vehicle number, license plate number, year, make, and model. Depending on the format you select, the report also includes additional information, such as the vehicle owner or VIN.	• Format rpvhvfsr.r1 includes the name of the responsible officer and owner. • Format rpvhvfsr.r2 includes the VIN and the color of the vehicle.
UCR Status Analysis	`rpvhucr`	Provides the total number of vehicles assigned each UCR status.	

Report name	Program name	Description	Formats
Local Status Analysis	`rpvhvtls`	Provides the total number of vehicles assigned each Local Status code.	
Vehicle Summary	`rpvhinvr`	Provides an inventory of the vehicles in the Vehicle table. The report includes the following information for each vehicle: record number, license plate number, year, make, model, location, date received, responsible officer, and agency.	• Format rpvhinvr.r1 sorts the information by agency. • Format rpvhinvr.r2 sorts the information by officer. • Format rpvhinvr.r3 sorts the information by location.
Vehicle Impound Forfeiture	`rpvhforf`	Provides a summary of the impounded vehicles pending forfeiture action. The report sorts the information by agency and then by storage location. For each vehicle, it includes the license plate number, state, year, make, model, owner, responsible officer, date impounded, and case number. For the report to be accurate, you must enter impound information in the Vehicle table as follows: impound code in the **Storage Location** field, impound date in the **Date Recov/Rcvd** field, and case number at the beginning of the **Comments** field.	
Invalid VIN	`rpvhvin`	Provides a summary of all the vehicles that were added or modified during the specified date range and that have an invalid VIN. The report includes the following information for each vehicle: record number, license plate number, state, year, make, model, color, and VIN. To determine whether a VIN is valid, the software performs the check digit calculation required by Federal Motor Vehicle Safety. This calculation does not guarantee that the VIN is genuine, only that it matches the calculated digits.	

Property table reports

The following table lists reports for the Property table

Report name	Program name	Description	Formats
Property Summary	`rpprpsr`	Provides a summary of the items in the Property table. The report includes the property number, brand, item name, owner, UCR status, and storage location for each item.	• Format rpprpsr.r1 sorts the information by agency, item, and brand. • Format rpprpsr.r2 sorts the information by agency and officer. • Format rpprpsr.r3 sorts the information by item, enter, and brand. • Format rpprpsr.r4 sorts the information by tag number, item, and brand. • Format rpprpsr.r5 sorts the information by owner, item, and brand. • Format rpprpsr.r6 sorts the information by item and includes comments.
Released Property Summary	`rpprreps`	Provides a summary of the property items released during the specified time period. For each item, the report includes the property number, brand, item name, owner, UCR status, and storage location.	• Format rpprreps.r1 sorts the information by agency. • Format rpprreps.r2 sorts information by agency and officer. • Format rpprreps.r3 sorts the information by item, enter, and brand. • Format rpprreps.r4 sorts the information by tag number.
Property Aging	`rpprpar`	Provides a summary of the property items received during the specified time period. The report sorts the items by the date they were received. The report includes the number of days the item has been in custody, date the property was received, item name, responsible officer, local status, UCR status, and storage location.	• Format rpprpar.r1 sorts the information by the date received. • Format rpprpar.r2 sorts the information by the date received and includes the name of the owner.

Report name	Program name	Description	Formats
Property Released Receipt	`rpprprr`	Prints a property release receipt when you release property to its owner or an authorized representative.	
Released Property	`rpprrpss`	Provides a summary of the property items released during a specified time period. The report includes the property number, brand, item name, owner, UCR status, and local status for each item.	• Format rpprrpss.r1 sorts the information by agency. • Format rpprrpss.r2 sorts the information by agency and officer. • Format rpprrpss.r3 sorts the information by item name and brand. • Format rpprrpss.r4 sorts the information by tag number.

Wanted Persons table reports

The following table lists reports for the Wanted Persons table

Report name	Program name	Description	Formats
Criminal Process Summary	`rpcrcpsr`	Provides a summary of the criminal processes from the Wanted Person table. For each process, the report includes the process number, process type, court, defendant, officer, and reason the person is wanted.	• Format rpcrcpsr.r1 sorts the information by process number. • Format rpcrcpsr.r2 sorts the information by officer. • Format rpcrcpsr.r3 sorts the information by court. • Format rpcrcpsr.r4 sorts the information by type. • Format rpcrcpsr.r5 sorts the information by disposition. • Format rpcrcpsr.r6 sorts the information by name.
Process Expiration Summary	`rpcrcpes`	Provides a summary of the criminal processes with an expiration date that matches the search criteria. For each process, the report includes the process number, process type, court, defendant name, expiration date, and reason the person is wanted.	• Format rpcrcpes.r1 sorts the information by process number. • Format rpcrcpes.r2 sorts the information by officer. • Format rpcrcpes.r3 sorts the information by court. • Format rpcrcpes.r4 sorts the information by type. • Format rpcrcpes.r5 sorts the information by disposition. • Format rpcrcpes.r6 sorts the information by name.

Report name	Program name	Description	Formats
Wanted Persons Summary	`rpcrwps`	Provides a summary of the Wanted Person records that match the search criteria.	• Format rpcrwps.r1 sorts wants according to agency and includes the want number, process type, name, issuing court, extradition information, officer, and status. • Format rpcrwps.r2 sorts wanted persons in alphabetical order and includes the want number, process type, issuing court, bail amount, officer, and status. • Format rpcrwps.r3 sorts wanted persons in alphabetical order and includes the Name Number, process type, date of birth, city of residence, issuing court, and status. • Format rpcrwps.r4 sorts wanted persons by city. • Format rpcrwps.r5 sorts wanted persons in alphabetical order. • Format rpcrwps.r6 sorts wanted persons by city with a geobase coordinate width equal to 132.
Criminal Process Served Summary	`rpcrcpss`	Provides a summary of the criminal processes served within the specified time period. For each process, the report includes the process number, process type, court, defendant name, officer, date served, and reason the person is wanted.	• Format rpcrcpss.r1 sorts the information by date served. • Format rpcrcpss.r2 sorts the information by officer. • Format rpcrcpss.r3 sorts the information by court. • Format rpcrcpss.r4 sorts the information by type.
Time for Process Service	`rpcrtfss`	Provides a summary of the criminal processes served within the specified time period. For each process, the report includes the process number, process type, court, defendant name, date received, date served, and time required for service.	• Format rpcrtfss.r1 sorts the information by officer and includes the average time it takes each officer to serve a criminal process. • Format rpcrtfss.r2 sorts the information by court. • Format rpcrtfss.r3 sorts the information by type.
Criminal Process Time for Service	`rpcrcpts`	Calculates the average time required to serve processes within the specified time period.	• Format rpcrcpts.r1 sorts the average time by officer. • Format rpcrcpts.r2 sorts the average time by court. • Format rpcrcpts.r3 sorts the average time by process type.

Report name	Program name	Description	Formats
Process Disposition Statistics	`rpcrcpds`	Provides a summary of the process dispositions received within the specified time period. For each process type, the report includes the number received, number active, number served, number returned unserved, and number with another status.	
Wanted Persons Held	`rpcrwph`	Provides a summary of the Wanted Person records. The report includes the warrant number, defendant name, process type, defendant's date of birth, and additional comments (up to 30 characters).	
Warrant Worksheet	`rpwarant`	Creates a warrant worksheet for each wanted person that matches the specified criteria. For each wanted person, the report includes the want number, case number, description of the wanted person, want information, and vehicle information.	
Descriptive Wanted Person Summary	`rpwasum`	Provides a summary of the wanted persons, sorted by name.	

Resource table report

The following table lists reports for the Resource table

Report name	Program name	Description	Formats
Resources Summary	`rpcdreso`	Provides a summary of the resources in the Resource table that match the specified criteria. For each item, the report includes the item name and the contact information.	

Running the Uniform Crime Report

You can generate the following formats for the Uniform Crime Report (UCR):

- Return A - Monthly Count of Offenses Known
- Return B1 - Property by Type and Value
- Return B2 - Property Stolen by Classification
- Return D - Persons Arrested 18 Years of Age and Older
- Return E - Persons Arrested Under 18 Years of Age
- Return I - Return of Arson Offenses

The UCR report gets information from the Law Incident and/or Arrest tables. In addition, Returns B1 and B2 get information from the Property, Property History, Vehicle, and Vehicle History tables.

The UCR reports are only as accurate as the data in these tables. Make sure you correctly enter the information in these tables. Pay particular attention to the data in the following tables and fields.

Table	Fields
Law Incident table	• Agency • When Reported • Offense Codes (including amount for property damaged in arson) • Disposition • Date Disp Declared
Arrest table	• Offense Code • Date of Arrest • Agency • Age at Arrest • Offense Disposition
Names table (for Name records of arrested persons)	• Sex • Race

Table	Fields
Property table	• Agency • Date Recov/Recvd • UCR Status • Total Value • Amount Recovered • UCR Code
Vehicle table	• Agency • Date Recov/Recvd • Amount Recov • UCR Status • Value

Using the eSign Feature

The eSign feature is used to electronically capture signatures and automatically attach signed documents to records, helping agencies move toward a paperless record-keeping system.

eSign and can be used with any Topaz brand reader, including USB connection models and Bluetooth connection models, or a software-compatible touchscreen device.

Using eSign in the software

The eSign feature can be used throughout the software with the following modules.

Sentryx Jail

The Sentryx Jail module uses eSign with the following receipts and forms:

- Receipt for Bond Received
- Receipt for Property Stored
- Receipt for Property Returned
- Receipt for Personal Property Released
- Receipt for Property and Personal Use Items Issued
- Receipt for Property and Personal Use Items Returned
- Scheduled Court Appearance Notice
- Receipt for Deposit to Inmate Cash Account
- Receipt for Transfer for Inmate Cash Account
- Receipt for Withdrawal from Inmate Cash Account
- Receipt for Transfer
- Receipt for Deposit
- Receipt for Withdrawal

Evidence Management

The Evidence Management module uses eSign with the following reports:

- Release of Evidence Property report (`evmain.x3`)
- Receipt of Evidence Property report (`evmain.x4`)

These reports can be run for one record or a set of records.

Property

The Property module uses eSign with the Property Released Receipt report (`rpprprr`).

Capturing signatures

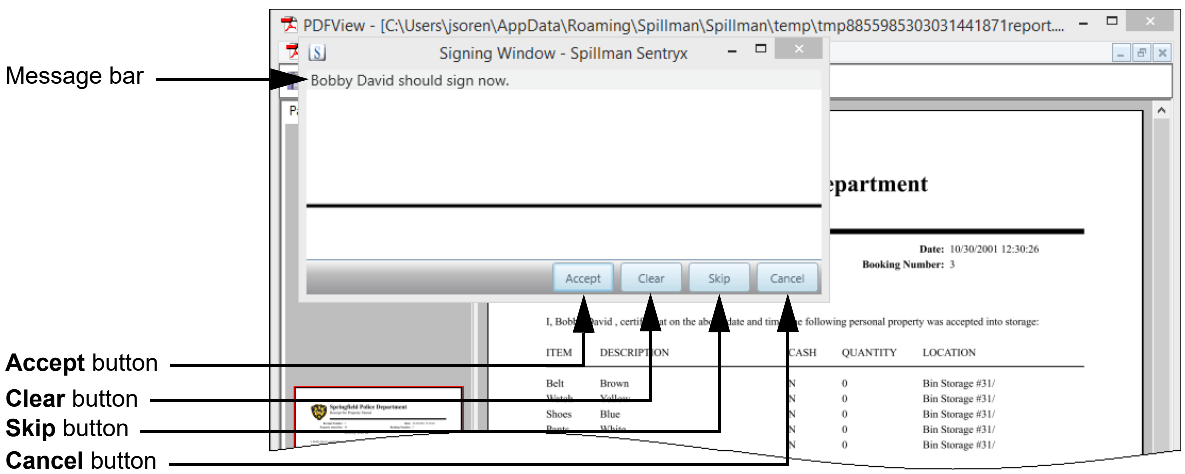
To capture signatures:

1. Open or create the record from which the report or receipt is to be printed.

> **NOTE**
>
> The document does not actually print, but is saved to a record.

2. Click the appropriate button to print the document, such as the **Print Receipt**, **Receipt**, or **Print** buttons. If necessary, select the format of the report.

   The PDFView screen opens and the Signing Window screen opens.



> **NOTE**
>
> Depending on the speed of your network, it may take several seconds for the PDFView screen and Signing Window screen to open. Click the button to print the document only once.

   In the message bar, the following displays:

   `[Name] should sign now.`

   where *[Name]* is the name of the person signing.

3. Do one of the following:

   – Instruct the appropriate person to sign the document. To use signatures that are attached to Official Names Codes (`apnames`)

records, see "Attaching signatures from the Official Names Codes Table" on page 429.

Do one of the following:

– If the signature is acceptable, click the **Accept** button.

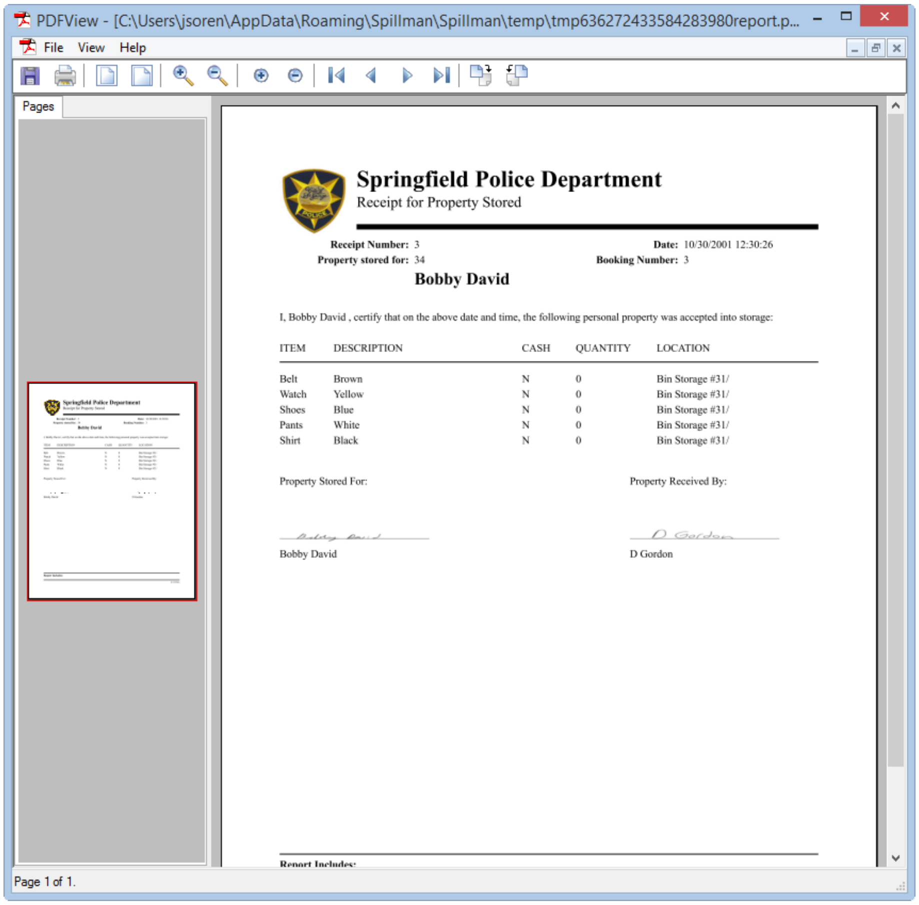
– If the signature is unacceptable and needs to be recaptured, click the **Clear** button.

– If the person prompted to sign is not available, click the **Skip** button. For more information, see "Using the Skip button" on page 430.

– To print the document without signatures, click **Cancel**.

4. Repeat step 3 until all required signatures have been captured or the appropriate actions have been taken.

The Signing Window screen closes and any captured signatures are added to the PDFView screen.



5. Do any of the following, if desired:

   – To save a copy of the PDF file (.pdf) to another location, click the **Save** button to open the Save As dialog box, and then enter the file name and location to save to.

> **NOTE**
>
> Clicking the **Save** button from the PDFView screen is not necessary to attach the file to the record.

   – To print the PDF file, click the **Print** button to open the Print dialog box and specify printer settings.

6. To close the PDFView screen, click the **Exit** button.

The PDF file is automatically attached to the record with the captured signatures.

Attaching signatures from the Official Names Codes Table

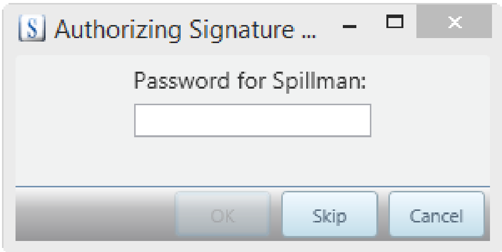
Each user's signature can be attached to their Official Names Codes table (`apnames`) record. When the document requires a user's signature, instead of signing, they enter their login password, and the software attaches the signature from the `apnames` record to the document. Only the user logged into the software can use their saved signature. This ability must be enabled by your SAA.

To attach a signature from an `apnames` record:

1. Prepare the report or receipt, and then click the appropriate button to print the document.

   The PDFView screen opens, and the Signing Window screen opens for the appropriate persons to sign.

   When prompting for your signature, the Authorizing Signature screen opens instead of the Signing Window screen.

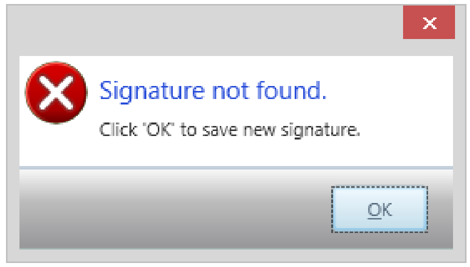
2. In the **Password for *name*** field, where *name* is your name, enter your password, and then click **OK** or press Enter.

   One of the following occurs:

   – If the password is entered correctly, then the signature is added to the document.

   – If the password is entered incorrectly, then a red message displays, stating: `Authorization failed`, and your password must be re-entered.

– If the software cannot find the signature file, then the Signature not found dialog box opens with the following message: `Click 'OK' to save new signature.`



The Signing Window screen displays the signing area to capture your signature again. Once accepted, your signature is added to the current document and saved to your `apnames` record.

Using the Skip button

Sometimes, the people required to sign a document will not be in the same place at the same time. For example, an inmate is in a housing unit, but their property is being released to a representative at the front desk. In such cases, the **Skip** button is used to capture only the signatures of those present. The receipt or report can be opened again later to capture other required signature(s).

To use the **Skip** button:

1. Prepare the receipt or report and click the appropriate button to print the document.

   The PDFView screen opens and the Signing Window screen opens.

2. Do one of the following:

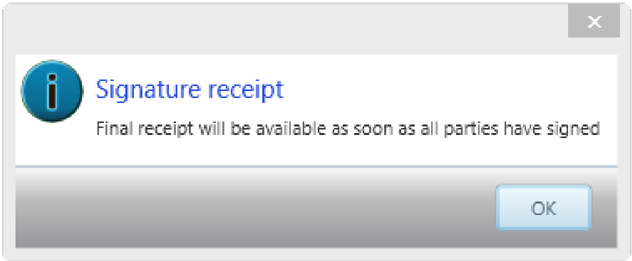
   – If the person prompted to sign is present, then instruct them to sign, and then click the **Accept** button.

   – If the person prompted to sign is not present, then click the **Skip** button.

   The Signing Window screen displays the next prompt in the message bar.

3. Repeat step 2 until all signatures are captured or skipped.

The Signing Window screen closes, and the Signature receipt dialog box opens with the following message: `Final receipt will be available as soon as all parties have signed`.



4. Click **OK**.

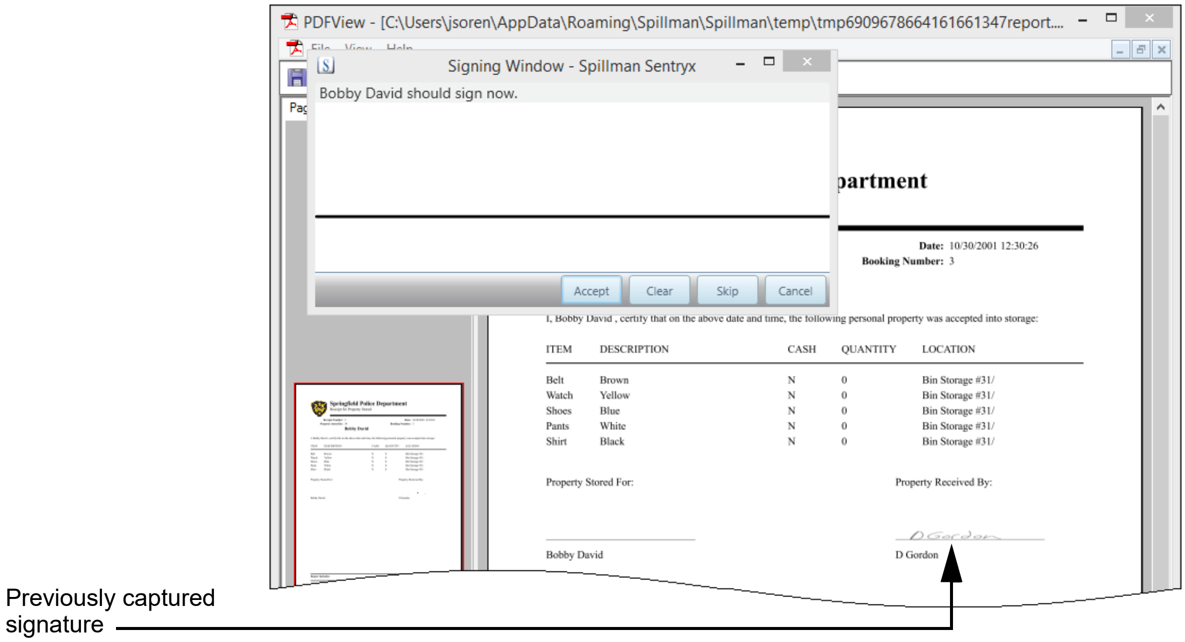
   The software temporarily saves the captured signatures.

> **NOTE**
>
> The captured signatures are temporarily stored for 24 hours on the system. If the signature capture process is not completed at that time, the software deletes the signatures as a security measure. All signatures for the incomplete report or receipt will need to be captured again if this occurs.

5. When the person whose signature was skipped is available to sign, print the receipt or report again.

> **NOTE**
>
> The document can be reopened on the same computer or a different computer.

The PDFView screen opens with the previously captured signatures displayed on the report and the Signing Window screen opens.



6. Instruct the persons whose signatures were previously skipped to sign the document.
   - If the signature is acceptable, click the **Accept** button.
   - If the signature is unacceptable and needs to be recaptured, click the **Clear** button.

   The Signing Window screen closes and any captured signatures are added to the PDFView screen.

7. Do any of the following, if desired:
   - To save a copy of the PDF file (`.pdf`) to another location, click the **Save** button to open the Save As dialog box, and then enter the file name and location to save to.

> **NOTE**
>
> Clicking the **Save** button from the PDFView screen is not necessary to attach the file to the record.

   - To print the PDF file, click the **Print** button to open the Print dialog box and specify printer settings.

8. To close the PDFView screen, click the **Exit** button.

The PDF file is automatically attached to the record with the captured signatures.

Viewing an electronically signed PDF file

To view an electronically signed PDF file:

1. From the record to which the saved PDF file is attached, click the **File** button. A number in parentheses indicates the number of files currently attached to the record.

   The File Capture window opens and displays a list of the files currently attached to the record.

2. Do one of the following:
   – Double-click the desired file.
   – Click the file once to select it, and then click the **Open** button.

   The PDF file opens. For more information about the File Capture window, see “Attaching files to records” on page 105.

Chapter 15

Protecting Records

Jump to topic:

Overview

Your SAA can use a variety of security measures to protect your agency's records from unauthorized use. Two of these measures are partitions and password protection.

- Partitions allow you to group sensitive records and protect these records from being viewed, modified, or deleted by unauthorized users. For example, your SAA might create a partition called `Juv` to protect juvenile records. If a record is assigned to the `Juv` partition, only users who have been given access to the `Juv` partition can view the record.
- Password protection allows you to assign a password to a record or a group of records. To view a password-protected record, a user must enter the correct password. For example, you can assign a password to sensitive records to protect them from unauthorized use.

See the following table to quickly find the information you need.

To learn how to	See
Protect records by assigning them to a partition	"Assigning Records to a Partition" on page 437
Protect records by using passwords	"Protecting Records with a Password" on page 441

Assigning Records to a Partition

Your SAA creates partitions to protect records from being viewed, modified, or deleted by unauthorized users. The software has two types of partitions:

- **Agency partitions.** If several agencies or departments use your software, your SAA can use agency partitions to prevent unauthorized users from viewing records created by other agencies or departments. Only users who have access to a particular agency partition can view the records created by that agency or department. Agency partitions are set up and maintained by your SAA.
- **Non-agency partitions.** Your SAA can create non-agency partitions to protect and group sensitive records. If you have the necessary privileges, you can assign records to non-agency partitions. Then, only authorized users can view the partitioned records. For example, your SAA might create a non-agency partition called `Juv` to protect juvenile records. If you assign a record to the `Juv` partition, only users who have been given access to the `Juv` partition can view the record. This section contains information on assigning records to non-agency partitions.

A record can be protected by only one type of security (agency partition, non-agency partition, or password protection) at a time. For example, if your SAA uses agency partition to protect all the records in a table and you assign a record in that table to a non-agency partition, the record is removed from the agency partition. If you remove the record from the non-agency partition, the software applies the agency partition again. Also, if a record is password protected, you must remove the password before you can assign the record to a non-agency partition. For more information, see “Protecting Records with a Password” on page 441.

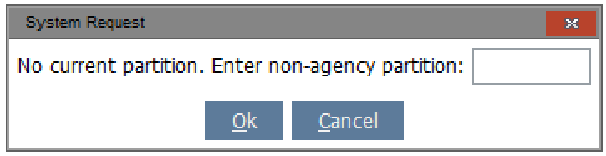
Assigning a record to a non-agency partition

You can assign a record to a non-agency partition from any screen that has the **Partn** button. If you get an error message while attempting to partition a record, you might not have the necessary privileges.

To assign a record that has no current partition to a non-agency partition:

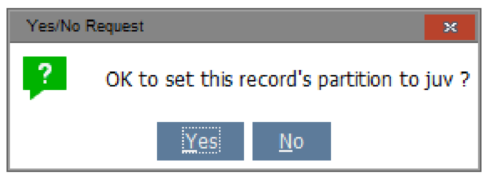
1. Open the record that you want to assign to a non-agency partition.
2. Select the **Partn** button.

A dialog box opens, prompting for the non-agency partition.



3. In the **Enter non-agency partition** field, enter the name of the non-agency partition to which you want to assign the record. For example, if your SAA has created a partition for juvenile records, enter **`juv`**.
4. Click **OK** or press Enter.

   A dialog box opens, asking for confirmation to set the partition.

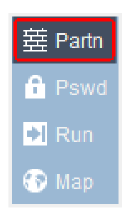


5. Click **Yes** or press Enter.

   A message opens, stating that the partition has been updated.

6. Click **OK** or press Enter.

   The software outlines the **Partn** button in red to indicate that the record is part of a partition.



Moving a record to a different non-agency partition

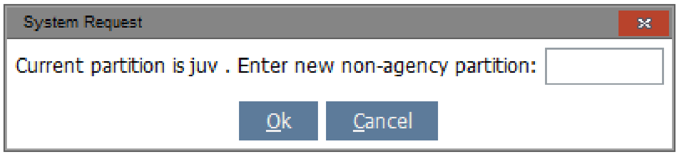
To move a partitioned record to a different non-agency partition:

1. Open the record to assign to a different non-agency partition.

   The red outline around the **Partn** button indicates that the record is already assigned to a non-agency partition.

2. Select the **Partn** button.

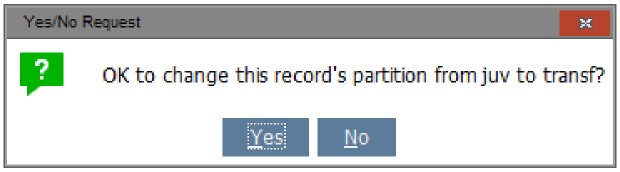
   A dialog box opens, stating the current partition.



3. In the **Enter new non-agency partition** field, enter the name of the non-agency partition to assign the record. For example, if your SAA has set up a partition called `transf`, enter **`transf`**.

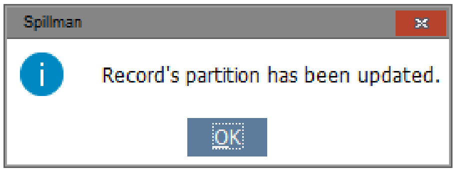
4. Click **OK** or press Enter.

   A dialog box opens, asking for confirmation to change the partition.



5. Click **Yes** or press Enter.

   A message opens, stating that the partition has been updated.



6. Click **OK** or press Enter.

Removing a record from a non-agency partition

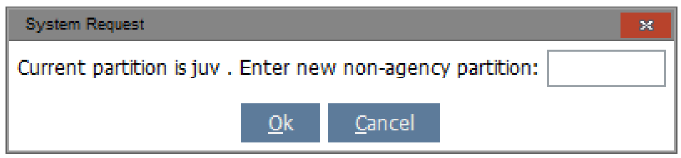
To remove a record from a non-agency partition:

1. Open the record that you want to remove from a non-agency partition.

   The red outline around the **Partn** button indicates that the record is assigned to a non-agency partition.

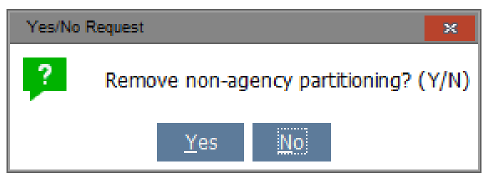
2. Select the **Partn** button.

   A dialog box opens, stating the current partition.



3. Leave the **Enter new non-agency partition** field blank, and then click **OK** or press Enter.

   A dialog box opens, asking for confirmation to remove the partition.



4. Click **Yes** or press Enter.

   A message opens, stating that the partition has been updated.

5. Click **OK** or press Enter.

   The software removes the red outline from the **Partn** button, indicating that the record is not assigned to a non-agency partition.

Protecting Records with a Password

Protecting records with a password prevents unauthorized users from viewing, modifying, or deleting those records. If you have the necessary privileges, you can assign a password to a record on any screen where the **Pswd** button appears. When selecting a password, follow your agency's policies for using passwords.

A record can be protected by only one type of security at a time (agency partition, non-agency partition, or password protection). If your SAA uses an agency partition to protect all the records in a particular table and you assign a password to a record in that table, the record is no longer included in the agency partition. If you remove the password from the record, it becomes part of the agency partition again. Also, if a record is assigned to a non-agency partition, you must remove the non-agency partition before you can assign a password to the record. For more information, see "Removing a record from a non-agency partition" on page 440.

> **TIP**
>
> You might want to keep a list of password-protected records and their passwords. However, make sure unauthorized personnel cannot access such a list.

Understanding the Pswd button

The **Pswd** button allows you to do the following:

- Select an access password for the database. Your access password determines which records you can view. For example, if you enter **`juv`** as your access password, you can view all non-protected records and all records protected with the password `Juv`. However, you cannot view records that are protected by a different password. To view those records, you must change your access password. See "Determining your access password" on page 441.
- Protect a record with your current access password. After you protect a record with a password, a user must select the correct access password to view that record. See "Applying a password to a record" on page 444.

Determining your access password

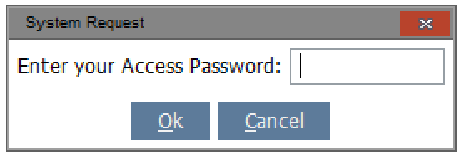
After you select an access password, you can view all non-protected records and all records protected with the access password you selected. However, you cannot view records that are protected by a different password. To access a record protected by another password, you must change your access password.

Selecting an access password

To select an access password:

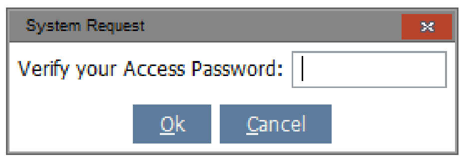
1. Open a screen that has the **Pswd** button on the toolbar. For example, the Names screen.
2. Select the **Pswd** button.

   A dialog box opens, prompting for a password.



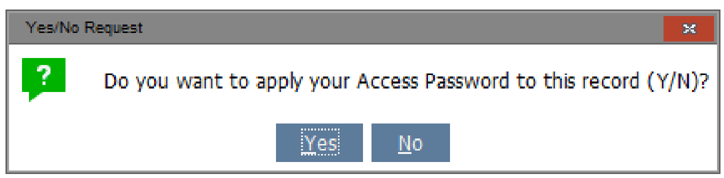
3. Enter the access password to use, and then click **OK** or press Enter.

   A dialog box opens, asking for verification.



4. Enter your password again, and then click **OK** or press Enter.

   If the screen displays a record, the following dialog box opens.



5. Click **No** (Alt+C).

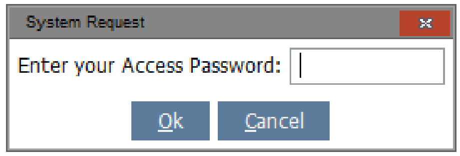
   The software updates your password.

Changing your access password

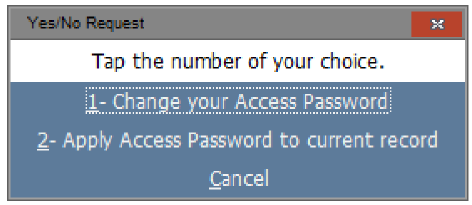
To change your current access password:

1. Open a screen that has the **Pswd** button on the toolbar.
2. Select the **Pswd** button.

A dialog box opens, prompting for your password.

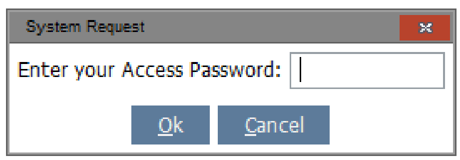


3. Enter your password, and then click **OK**.



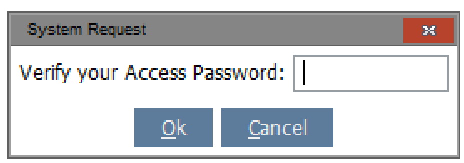
4. Select **1 - Change your Access Password**.

   A dialog box opens, prompting for a password.



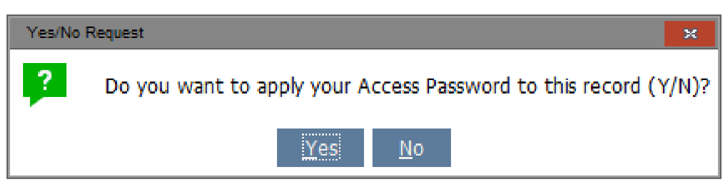
5. Enter the new access password, and then click **OK** or press Enter.

   A dialog box opens, asking for verification.



6. Enter your password again, and then click **OK** or press Enter.

   The following dialog box opens.



7. Click **No** (Alt+C).

The software updates your password.

Applying a password to a record

This section contains information on assigning a password to a record that has no existing password and changing the password assigned to a record.

> **NOTE**
>
> If you assign a password to a system involvement and later change the involvement, the software automatically password protects the new involvement. For example, suppose that you assign a password to an involvement between a Law Incident record and the Name record of the complainant. You later replace this involvement with an involvement to a different Name record. The software automatically assigns the previous password to the new involvement.

Protecting a record that has no existing password

To protect a record that has no existing password:

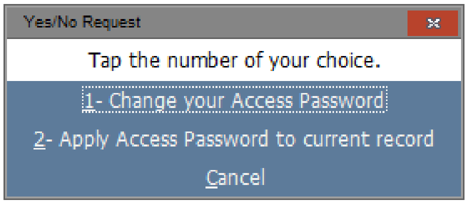
1. Open the record to which you want to assign a password.

   Depending on the whether the record is part of a non-agency partition and whether you have selected an access password, do one of the following.

If	Do this
The record is included in a non-agency partition (the text on the **Partn** button is red)	Remove the record from the non-agency partition. See "Removing a record from a non-agency partition" on page 440.
You need to select an access password	Select the access password that you want to apply to the current record. See "Selecting an access password" on page 442.
You have selected an access password	Make sure your current access password is the password that you want to apply to the record. If not, change your access password as described in "Changing your access password" on page 442.

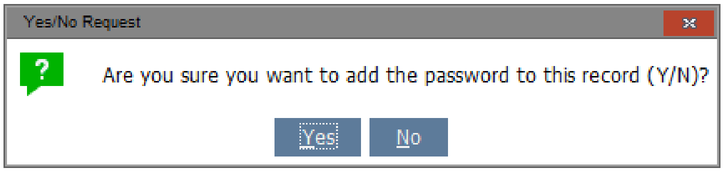
2. After you have selected the access password that you want to apply to the record, select the **Pswd** button.

The following dialog box appears.



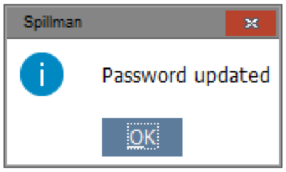
3. Select **2 - Apply Access Password to current record**.

   The following dialog box appears.



4. Click **Yes** or press Enter.

   The following message appears.



5. Click **OK** or press Enter.

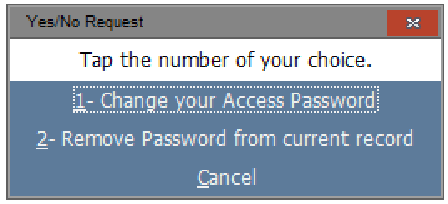
   The software outlines the **Pswd** button in red to indicate that the record is password protected.

Changing the password for a protected record

To change the password that protects a record:

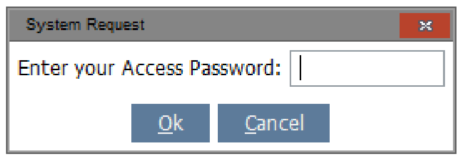
1. Open the record that you want to modify, and then click the **Pswd** button.

The following window appears.



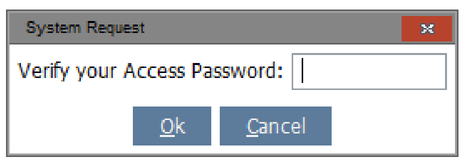
2. Select **1 - Change your Access Password**.

   The following dialog box appears.



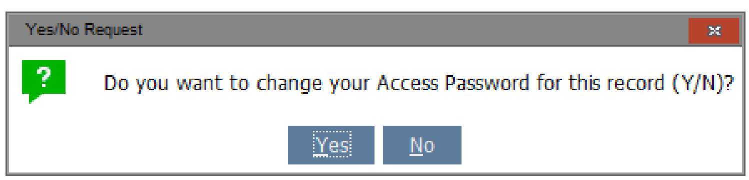
3. Enter the access password that you want to apply to the current record. Then, click **OK** or press Enter.

   The verification dialog box appears.



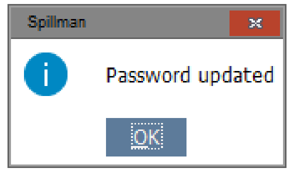
4. Enter the new password again. Then, click **OK** or press Enter.

   The following dialog box appears.



5. Click **Yes** or press Enter.

The software applies the new password to the current record and displays the following message.



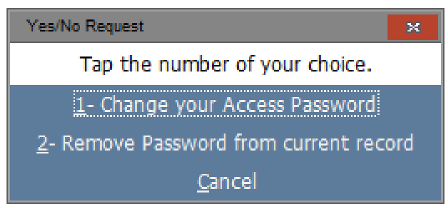
6. Click **OK** or press Enter.

Removing the password from a protected record

To remove a password from a protected record:

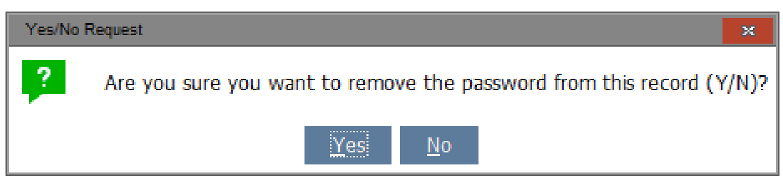
1. Open the record that you want to modify, and then click the **Pswd** button.

   The following window appears.



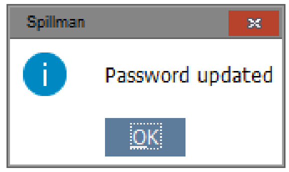
2. Select **2 - Remove Password from current record**.

   The following dialog box appears.



3. Click **Yes** or press Enter.

The software removes the password from the current record and displays the following message.



4. Click **OK** or press Enter.

   The software removes the red outline from the **Pswd** button, indicating that the record is not password protected.

Appendix A

Appendix A describes the function keys of the keyboard and their key combinations.

Function keys are the keys on the keyboard that are not letter, number, or character keys. They include the keys that appear at the top of many keyboards, such as F1, F2, and F3.

Function keys allow quick execution of certain operations within the software. For example, displaying a help screen or accessing a list of codes. A current activity can be canceled, or temporarily switch to another program.

Spillman Technologies provides a template that labels each function key with a name, such as Help or Lookup. Several function keys, such as Run and Clear, perform the same functions as the corresponding options on the toolbar. Control keystrokes can be used in place of the function keys.

The following table describes each function key.

Function key	Key combination	Use the function key to
Accept	Alt+A or Ctrl+X	• Begin a search after entering search data. • Save your changes after adding or modifying a record. • Return to the toolbar after adding or modifying a record. • Select a highlighted item, such as in a Lookup window or a list. In general, press Enter to select a highlighted item.
Backspace	Ctrl+H	Erase the character to the left of the cursor.
Begin	Ctrl+A	• Go to the beginning of the current field or line. • Go to the first record in the search set (after performing a search). • Go to the first record in a table (if the cursor rests at the toolbar and no search set is active). • Go to the first item in a list.
Cancel	Alt+C or Ctrl+C	• Cancel the modification of a record without saving your changes (if the cursor rests at a field with the screen in Modify mode). The software saves changes to detail field entries. • Cancel the addition of a record (if the screen is in Add mode). • Close the current screen (if the toolbar is visible). • Close a Lookup window without selecting an item. • Stop a search.
Clear	Ctrl+Z	• Clear the search set (after performing a search). • Clear all fields in the current record (if no search set is active). • Clear the current field of data.

Function key	Key combination	Use the function key to
Delete	Ctrl+D	Erase the character to the right of or under the cursor (depending on the keyboard).
Down Arrow	(none)	• Go to the next field in the record. • Go to the next record in the search set or table.
End	Ctrl+G	• Go to the end of the current line or field. • Go to the last record in the search set or the table (if the toolbar is visible).
Enter	Ctrl+J	• Cancel the entry in the current field. • Select the highlighted item. • Return to the toolbar (if you are at the last field in a record).
EOL	Ctrl+K	Clear the current line or field, from the cursor position to the end of the line.
GoTo	Ctrl+O	Number the fields so a field can be selected to modify.
Help	Ctrl+W	Display a menu of help options.
Home	Ctrl+^	• Go to the first field of the current record. • In CAD, go to the next status window on the CAD status screen.
Insert	Ctrl+R	Switch between the Ins and Ovr key-in modes.
Left Arrow	(none)	Move the cursor to the left.
Lookup	Ctrl+E	• Display a Lookup window listing the codes that are valid for the current field (if the field is coded). • Select an outline and/or open the text editor to enter data in a comments field. • Search for a record to use in a Name block. • Display a list of available programs (if the cursor is at the command line).
Mail	Ctrl+Y	Read or send mail.
Next	Ctrl+N	• Go to the next page in a list or code table. • Display a list of the search types available for the current field. • Open a detail window.
Prev	Ctrl+P	• Go to the previous page in a list or code table. • Copy recent search data to the record being added. • Clear all search data.
Recall	Ctrl+U	• Undo recent changes made in the current field. The software restores the value that previously existed in that field. • Copy information from the corresponding field of the most recently displayed record to the current field in the displayed record.
Redraw	Ctrl+L	Repaint the screen to remove any irregularities.

Function key	Key combination	Use the function key to
Right Arrow	(none)	Move the cursor to the right.
Run	Ctrl+V	Run another program and then return to the current program.
Tab	Ctrl+I	Move to next section of a mapped value, such as a Social Security number or a date. For example, press Tab to move from the month portion of the date to the day portion.
Time	Ctrl+T	Enter the current date and time in a date-time field.
Up Arrow	(none)	• Go to the previous field in the record. • Go to the previous record in the search set or table.

Appendix B

Appendix B describes how to use a UNIX e-mail program for electronic communication.

Your SAA can set up the software to send UNIX e-mail messages to alert users of certain changes in your agency's database. For example, an e-mail message might be sent whenever your agency receives a certain type of Computer-Aided Dispatch (CAD) call.

The UNIX e-mail can be used to exchange messages with other users, either through ELM (**EL**ectronic **M**ail) or regular UNIX e-mail (`mailx`). For more information, see "Using UNIX ELM" on page 454 or "Using Regular UNIX Mail" on page 469.

UNIX e-mail programs run on the UNIX server, and not on the software client that is installed on your computer. Therefore, UNIX mail must be accessed through a terminal emulation window, and not through the software's graphical user interface (GUI). The mouse cannot be used while in UNIX mail.

To view information about general software functions, see "Using the UNIX Help System" on page 473.

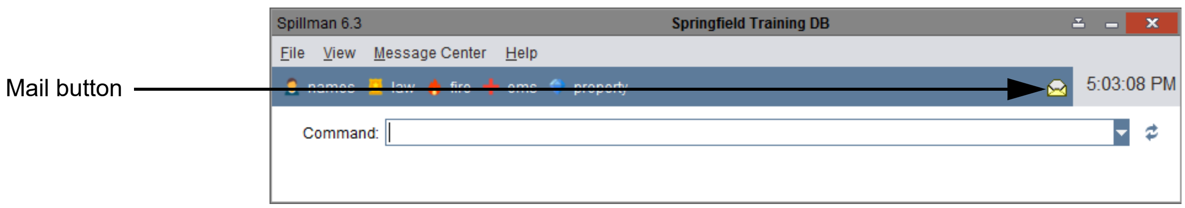
Using UNIX ELM

This section describes how to use ELM set at the expert user level. Therefore, some options described might not appear on your screen. If your agency does not use the ELM version of mail, then see “Using Regular UNIX Mail” on page 469.

Accessing the ELM screen

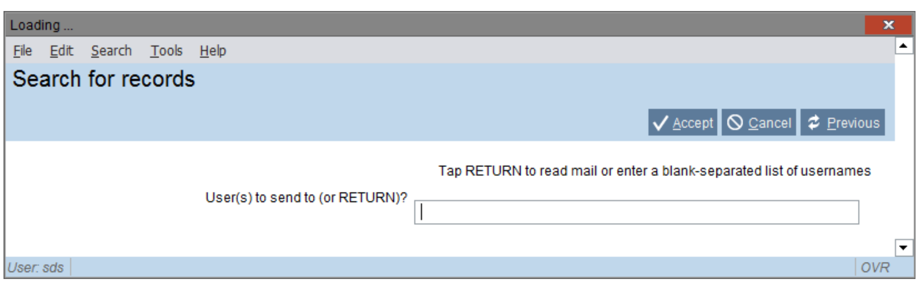
To access the ELM screen, do one of the following:

- At the command line, enter **`mail`**, and then press Enter.
- From the command center, click the **Mail** button. The button appears only when mail is available.



- From the command center (not a main screen), press Ctrl+Y.

  The Loading screen opens.

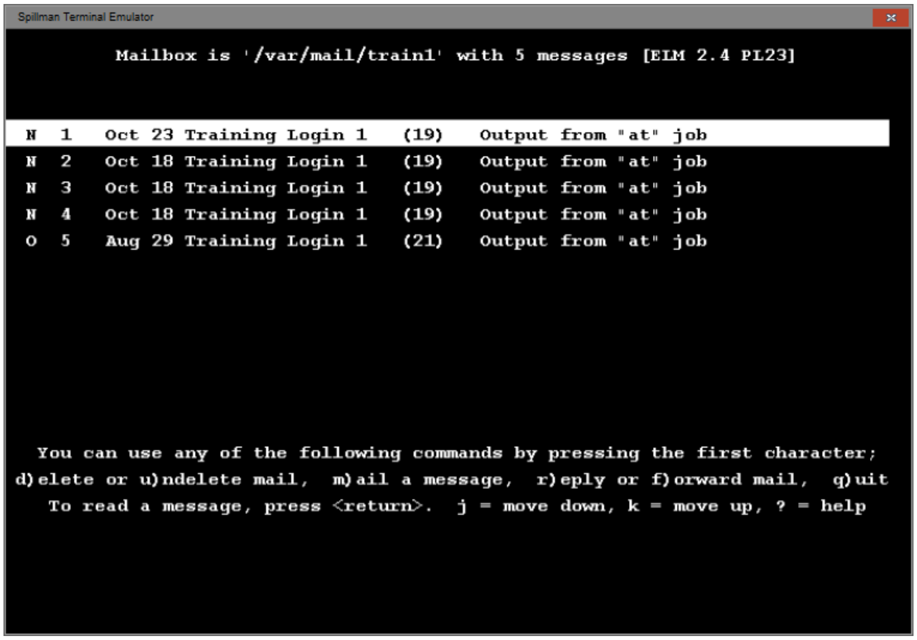


  Press Enter to open the ELM screen.

- Shell out of the software, and then enter **`elm`** at the dollar prompt ($). SAA privileges are required.

Using the ELM screen

When ELM is accessed, the mail program opens in an emulation window.



For received mail, the window displays a message line for each mail message, using the following format:

`status message# datesent sender lines subject`

For example, N 1 Apr 24 Mary Sarto (23) meetings.

The following describes each component of the message line.

- The first field indicates the status of the mail message.

Character	Message status
E	Expired
N	New
O	Old but not yet read
D	Marked for deletion
(no character)	Old and read

- The second field indicates the message number. Use this number only to move quickly to a specific message. See “Reading an ELM message” on page 456.

- The third field indicates the date the message was sent.
- The fourth field indicates the name of the person who sent the message.
- The fifth field indicates the number of lines, including blank lines, that are included the message.
- The last field indicates the subject of the message.

A list of ELM commands displays at the bottom of the screen.

Using Online Help

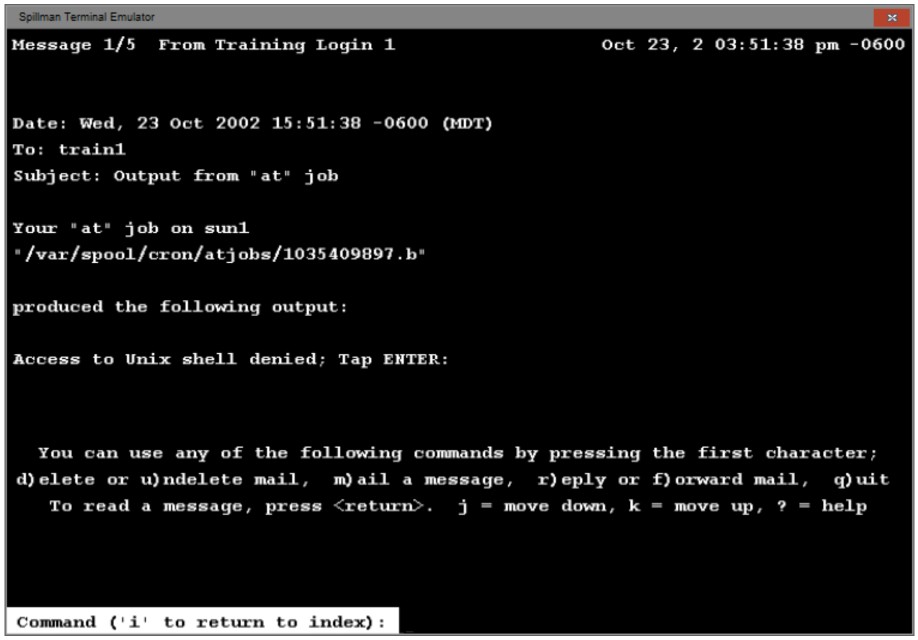
For Online Help regarding a command, press **?** and then the key for the command. For example, to view Help for the **o** command, press **?** and then **o**. To exit Help, press the period key (**.**). For more information on ELM commands, see "Using basic ELM commands" on page 462.

Reading an ELM message

To read an ELM message:

1. Access the main ELM screen. See "Accessing the ELM screen" on page 454.
2. Highlight the message to read. Use the arrow keys to highlight the message and then press Enter, or enter the number of the message and then press Enter.

The first screen of the message is displayed.



3. Press Enter to see each successive screen of text. At the end of the last screen, the following prompt appears:

   `Command ('i' to return to index)`

4. Press **`i`** to return to the main ELM screen.

Sending a message from ELM

To send an message from ELM:

1. Access the ELM screen. See “Accessing the ELM screen” on page 454.
2. At the `Command:` prompt, enter **`m`**.
3. At the `Send the message to:` prompt, enter the usernames of the mail recipients, separated by a space, and then press Enter.
4. At the `Subject of message:` prompt, enter the subject of the message, and then press Enter.

   If Enter is pressed without entering a subject, then the following prompt is displayed:

   `No subject - Continue with message? (y/n).`

5. Press **Y** to continue without entering a subject, or press **N** to cancel the message.
6. To send a copy of the message to others, at the `Copies to:` prompt, enter the usernames of copied recipients, separated by a space. Otherwise, press Enter to continue.

> **TIP**
>
> If the screen displays the prompt `Recall last kept message? (y/n)`, press **N**. Otherwise, press **Y** to restore the message last canceled during this ELM session.

The default UNIX text editor appears. Contact your SAA for instructions about using your agency's UNIX text editor.

7. Enter your message, and then exit the text editor.

   The screen displays the following prompt:

   ```
   Please choose one of the following options by
   parenthesized letter: s

   e)dit message, edit h)eaders, s)end it, or f)orget
   it
   ```

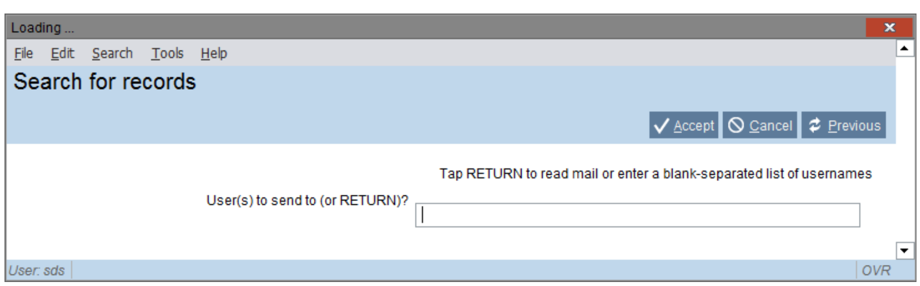
8. Press Enter, or enter **s**, to send the message. For other available options, see "Using ELM commands when sending messages" on page 464.

Sending a message from a hub screen

To send a message from a hub screen:

1. Open the software.
2. From a hub screen, such as the Names screen, press Ctrl+Y or F4.

   The Loading screen opens.



3. In the **User(s) to send to** field, enter the usernames of the people you are mailing, separated by a space.
4. Click **Accept** (Alt+A) or press Enter.

   The main ELM screen opens with the usernames of the mail recipients completed.
5. At the `Subject of message:` prompt, enter the subject of the message, and then press Enter.

   If Enter is pressed without entering a subject, then the screen displays the following prompt:

   `No subject - Continue with message? (y/n).`
6. Press **`Y`** to continue without entering a subject, or press **`N`** to cancel the message.
7. To send a copy of the message to others, at the `Copies to:` prompt, enter the usernames of copied recipients, separated by a space. Otherwise, press Enter to continue.

> **TIP**
>
> If the screen displays the prompt `Recall last kept message? (y/n)`, press **`N`**. Otherwise, press **`Y`** to restore the message last canceled during this ELM session.

   The default UNIX text editor appears. Contact your SAA for instructions about using your agency's UNIX text editor.
8. Enter your message, and then exit the text editor.

   The screen displays the following prompt:

   ```
   Please choose one of the following options by
   parenthesized letter: s

   e)dit message, edit h)eaders, s)end it, or f)orget
   it
   ```
9. Press Enter, or enter **`s`**, to send the message. For other available options, see "Using ELM commands when sending messages" on page 464.

Forwarding an ELM message

To forward an ELM message:

1. Access the ELM screen. See "Accessing the ELM screen" on page 454.

2. Highlight the message that you want to forward. (Use the arrow keys to highlight the correct message and then press Enter, or type the number of the message and press Enter.)
3. At the `Command:` prompt, enter **`f`**.

   The screen displays: `Edit outgoing message?`
4. Press **`N`** to forward the message without editing it. Otherwise, press **`Y`**, edit the message, and then exit the editor.
5. At the `Send the message to:` prompt, enter a space-separated list of usernames of the people to whom you are forwarding the message. Then, press Enter.

   The screen displays: `Subject of message:` *`(the actual subject)`* `(fwd):`
6. Do one of the following:
   - To use the subject as is, press Enter.
   - To change the subject, press Backspace, enter a new subject, and then, press Enter.
7. To send a copy of the message to others, at the `Copies to:` prompt, enter the usernames of copied recipients, separated by a space. Otherwise, press Enter to continue.

TIP

If the screen displays the prompt `Recall last kept message? (y/n)`, press **`N`**. Otherwise, press **`Y`** to restore the message last canceled during this ELM session.

   The default UNIX text editor appears. Contact your SAA for instructions about using your agency's UNIX text editor.
8. Enter your message, and then exit the text editor.

   The screen displays the following prompt:

   ```
   Please choose one of the following options by
   parenthesized letter: s
   ```

   ```
   e)dit message, edit h)eaders, s)end it, or f)orget
   it
   ```
9. Press Enter, or enter **`s`**, to send the message. For other available options, see "Using ELM commands when sending messages" on page 464.

Replying to an ELM message

To reply to an ELM message:

1. Access ELM as described in "Accessing the ELM screen" on page 454. The main ELM screen opens.
2. Highlight the message that you want to forward. (Use the arrow keys to highlight the correct message and then press Enter, or type the number of the message and press Enter.)
3. At the `Command:` prompt, enter **`f`**. (See "Using basic ELM commands" on page 462 for information about the `Command` prompt.)

   The screen displays the following prompt: `Copy message? (y/n)`
4. To include a copy of the message in your reply, press **`Y`**. Otherwise, press **`N`**.

   The screen displays the following prompt:
   `Subject of message: Re:` *`(the actual subject)`*
5. Do one of the following:
   – To use the subject as is, press Enter.
   – To change the subject, press Backspace, enter a new subject. and then press Enter.
6. To send a copy of the message to others, enter a space-separated list of those usernames at the `Copies to:` prompt. Otherwise, press Enter to continue.

TIP

If the screen displays the prompt `Recall last kept message? (y/n)`, press **`N`** unless you want to restore the message last canceled during this ELM session.

The screen displays the following prompt:

```
Please choose one of the following options by
parenthesized letter: s

e)dit message, edit h)eaders, s)end it, or f)orget
it
```

7. Press Enter, or enter **`s`** to send the message. For other available options, see "Using ELM commands when sending messages" on page 464.

Using basic ELM commands

The following table describes the basic ELM commands, which can be entered either at the main ELM screen or from the `Command` prompt.

The `Command` prompt appears at the end of the message currently being read. To display the `Command` prompt, press Ctrl+C while reading a message.

For a list of ELM commands that are available when sending a message, see "Using ELM commands when sending messages" on page 464.

Keystroke	Command	Description
?	Help	Enables Help mode. Enter any ELM command to view a one-line explanation of that command, or press **?** again to see a list of available commands. To leave Help mode, press the period (**.**) key.
Spacebar	Display message or screen	Displays the highlighted message, or the next screen of the message that is being viewed. At the end of a message, press Spacebar to display the first screen of the next message that is not marked for deletion. When the **q** command is used to exit ELM, the system asks whether to delete marked messages.
Enter	Display message or line	Displays the highlighted message, or the next line of the message that is being viewed. At the end of a message, press Enter to display the first screen of the *current* message.
Right Arrow	Display next index page	Displays the next page of the main ELM screen message index.
Left Arrow	Display previous index page	Displays the previous page of the main ELM screen message index.
#+Enter	Open specified message	Opens a specific message. Enter the message number to highlight the message, and then press Enter.
b	Bounce message	This command is similar to the **f** command, but uses the address of the original sender as the return address. The system prompts for the usernames of the people to whom to bounce the message.
C	Copy message to folder	Copies the highlighted message to a folder. See "Organizing ELM messages into folders" on page 465.
c	Change folder	Changes folders, and displays the contents of the folder selected See "Organizing ELM messages into folders" on page 465.

Keystroke	Command	Description
d	Delete message	Marks the highlighted mail message for deletion. When the **q** command is used to exit ELM, the system asks whether to delete marked messages.
f	Forward message	Forwards the highlighted or current message to the user selected, and uses your address as the return address. Messages can be forwarded from the main ELM screen, or from the end of a read message.
g	Reply to group	This command is similar to the **r** command, but sends your reply to all recipients of the original message (except yourself).
i	Return to main screen	Returns to the main ELM screen from the end of a read message.
m	Send mail	See “Sending a message from ELM” on page 457.
n	Display next message	Displays the highlighted message if the main ELM screen is open, or displays the next message (from the messages on the main ELM screen) if at the end of a message.
o	Options	Displays a full screen to change the settings of several ELM options.
p	Print	Prints the highlighted or current message, using the default printer.
q	Quit	Exits ELM from the main ELM screen, *after* asking whether to delete messages marked for deletion. The **q** command also might ask whether to move read messages to your received folder and keep unread messages in the current folder. See “Organizing ELM messages into folders” on page 465.
Q	Quick quit	This command is similar to the **q** command, but automatically deletes the messages marked for deletion. This command does not display prompts before exiting ELM.
r	Reply to sender	Replies to the sender of the current message.
s	Save to folder	This command is similar to the **c** command (change folder), but marks the saved messages for deletion from the current folder. See “Organizing ELM messages into folders” on page 465.
u	Undelete	Removes the `D` that marks the highlighted message for deletion. To highlight a message that is marked with a `D`, enter the message number.

Keystroke	Command	Description
x	Exit	Exits ELM, discarding any changes made to the mailbox during the current ELM session. If changes are pending, such as messages marked for deletion, then the screen displays the message: `Abandon changes to mailbox?` To retain the messages without changes their status, press **Y**. Any messages marked as new at the beginning of the session remain new, while any messages marked as read for the first time are considered unread.
X	Exit immediately	Exits ELM immediately, without deleting messages or changing their status. Any messages marked as new at the beginning of the session remain new, while any messages marked as read for the first time are considered unread.

Using ELM commands when sending messages

When the **f** (forward), **m** (send mail), **g** (group reply), or **r** (reply to sender) commands are used, the following menu of options appears:

```
e)dit message, edit h)eaders, s)end it, or f)orget it
```

The following table describes each option and lists other available options when sending messages.

Keystroke	Option	Description
e	Edit message	Opens the text editor so that you can edit the message before sending it. When you exit the text editor, the menu of options appears again.
h	Headers	Gives you access to the Message Header Edit Screen on which you can specify or edit the headers for the outgoing message. For example, you can edit the `T)o:` header.
c	Copy file	Prompts you for the name of the folder in which to save the outgoing message. (See "Organizing ELM messages into folders" on page 465 for more information.)
i	Spell	Checks the spelling in the message.
s	Send	Sends the message.
f	Forget	Cancels the sending of the message.

Organizing ELM messages into folders

Create as many folders as needed to organize your kept ELM messages into categories. By default, the software stores your mail messages on your agency's UNIX server, and automatically creates a directory with your login name that contains a Mail directory. Folders can be created in the Mail directory.

At minimum, the following folders should be created:

- **Received Mail** folder: Use for old messages to keep for future reference.
- **Sent Mail** folder: Use for messages are copied to a file during sending.

It might be useful to also create an **Admin** folder, and folders named for the users who send messages.

Viewing ELM messages in a different folder

Use the **c** (change folder) command to view ELM messages saved in a folder other than the current folder.

To view ELM message in a different folder:

1. At the `Command` prompt, press **c**.

   The screen displays the following prompt: `Change to which folder:`

2. Enter one of the following commands.

To	Enter
List existing folders	**?**
Change to your Login folder	**!**
Change to your Received Mail folder	**>**
Change to your Sent Mail folder	**<**
Change to another existing folder	**=folder name**

3. If the screen displays the prompt `Delete messages?`, press **Y** to delete all messages marked for deletion. Otherwise, press **N** to keep the messages.

   The messages in the new folder appear.

Copying and saving received ELM messages

Use the **C** (copy message to a folder) command to copy the highlighted ELM message to a different folder. (Make sure that you type an uppercase C.)

Use the **s** (save message to folder) command to save the highlighted message to a different folder, and automatically mark the message for deletion from the current folder.

The procedure for the **C** and **s** commands is the same.

To copy and save received ELM messages:

1. Highlight the message to copy or save.
2. Do one of the following:
   – To copy the message, press **C** (uppercase).
   – To save the message, press **s**.

   The screen displays the following prompt:
   `Copy/Save message to: =username`.
3. Do one of the following to specify the folder to receive the message.

To copy or save to	Do this
A folder named with the sender's name	Press Enter.
Your **Received Mail** folder	Press **>**.
Your **Sent Mail** folder	Press **<**.
Any other mail folder	Specify the folder, using the following format: **=*foldername***. For example, enter **=john** to copy or save the message to the folder named **john**. Enter **?** to list your folders.

The message is copied or saved to the specified folder. If the **s** command is used, then ELM marks the message for deletion from the current folder.

Copying outgoing ELM messages

Use the `c)opy file` option to save a copy of a message when sending the message.

To copy an outgoing ELM message:

1. Complete the message, and then exit the text editor.

   The message-sending option menu appears.

2. Press **c**.

   The screen displays the following prompt:

   ```
   Save copy in (use '?' for help/to list
   folders):<conditionally save by name>
   ```

3. Do one of the following to specify the folder to receive the message.

To copy the outgoing message to	Do this
Your **Sent Mail** folder	Press **<**.
A folder named for the recipient	Press **=**.
A folder named for the recipient, or if such a folder does not exist, your **Sent** folder	Press **=?**.
Any other mail folder	Specify the folder, using the following format: ***=foldername***. For example, enter **=john** to copy the message to a folder named **john**. Enter **?** to list your folders.
A named file	Enter the name of the file.

Printing ELM mail to a non-default printer

When ELM messages are printed, the software sends them to the default (primary) printer set up by your SAA. However, if your SAA defines other (non-default) printers for use, then these can be used to print ELM messages.

To print to a non-default printer, do one of the following:

- Redirect the individual ELM message to the specified printer.

- Change the ELM print setting, for either the current message or all your e-mail printouts.

To redirect the message	To change the ELM print setting
1. Highlight the message, and then press the pipe symbol (|) at the `Command` prompt. The screen displays the following prompt: `Pipe to:` 2. Enter a command in the following format: **`$SPOOLER`** (*printername*) The mail is printed.	1. At the `Command` prompt, enter the **`o`** command to display a screen of options. 2. Press **`p`**. The screen displays the following prompt: `P)rint mail using`: 3. Enter the name of the destination printer. 4. Do one of the following: – To use this printer only once, press **`i`** to return to the main ELM screen. – To use this printer for future printing, press **`>`** to save this configuration. Press **`i`** to return to the main ELM screen. 5. Press **`p`** to print the mail.

Using Regular UNIX Mail

This section describes how to use regular UNIX mail (`mailx`). If your agency uses ELM instead, then see "Using UNIX ELM" on page 454.

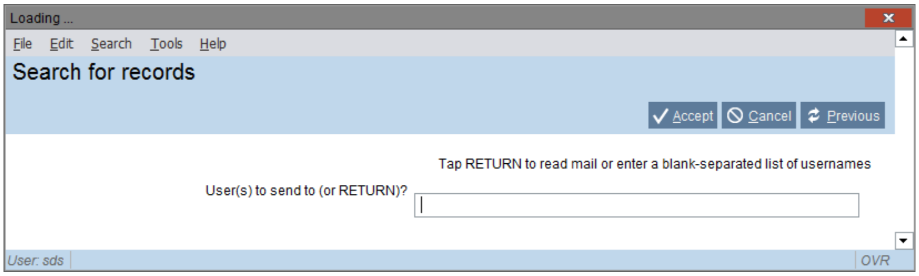
If mail is available, a **Mail** icon appears on the command center.

Accessing regular UNIX mail

To access regular UNIX mail, do one of the following:

- At the command line, enter **`mail`** and press Enter.
- From the command center (not a main screen), press Ctrl+Y or F4.
- From a main screen (not the command center), press Ctrl+Y or F4.

  The Loading screen opens.



Press Enter to open the main mail screen.

> **NOTE**
>
> The main mail screen can be opened only if mail exists.

Using the main UNIX mail screen

When UNIX mail is accessed, the mail program opens in an emulation window.

For received mail, the window displays a message line for each mail message, using the following format:

`status message# sender datesent lines subject`

For example, N 1 Mary Sarto April 15 414 meeting.

The following describes each component of the message line:

- The first field indicates the status of the mail message.

Character	Message status
E	Expired
N	New
O	Old but not yet read
D	Marked for deletion
(no character)	Old and read

- The second field indicates the message number. Use this number only to move quickly to a specific message. See "Reading an ELM message" on page 456.
- The third field indicates the name of the person who sent the message.
- The fourth field indicates the date the message was sent.
- The fifth field indicates the number of lines, including blank lines, that are included the message.
- The last field indicates the subject of the message.

Reading regular UNIX mail

To read messages from regular UNIX mail:

1. Access the main mail screen. See "Accessing regular UNIX mail" on page 469.
2. Enter the number of the message to read, or press Enter to display the first message.

   The message appears, followed by the cursor at the prompt line, which is usually an underscore (_) or a question mark (?).
3. After reading the mail, enter a command from the following table. The table lists the commands that apply to a common version of UNIX mail. Commands vary depending on your operating system. Therefore, some may not work.

See your SAA or your operating system manual for the commands that apply to your system.

Command	Description
Delete message	To delete a message, enter **d** and the message number at a prompt. For example, enter **d2** and then press Enter.
Print message	To print a message, highlight the line for that message and enter the following command at the prompt: **`|lp (`*`device name`*`)`** If you do not enter a device, the software sends the message to your default UNIX printer.

Reply to sender	To reply to the sender of a message, enter **r** followed by the message number at a prompt and press Enter. For example, to reply to message 4, enter **r4**. A message similar to the following appears:
	`Message 4:`
	`To: john`
	`Subject: staff meeting`
	Enter your message and send it according to the instructions in "Sending regular UNIX mail" on page 471.

Quit mail	To exit Mail, press **q** at a prompt and press Enter. Depending on software setup, the software might display the following prompt: `Press <Return> to return to Spillman:` Press Enter to return to your original screen or menu.

NOTE

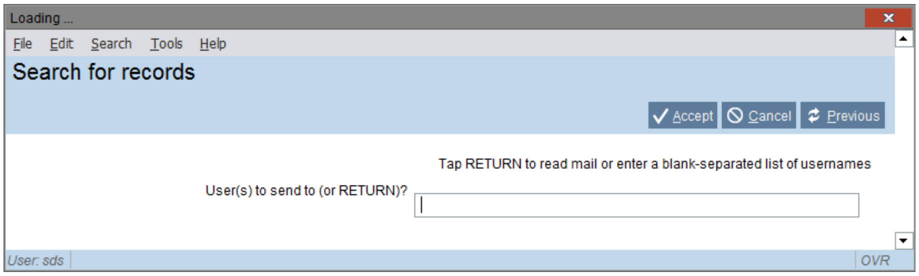
To display a list available mail commands, press ? at a prompt.

Sending regular UNIX mail

To send a message from a main hub screen:

1. Open a hub screen, such as the Names screen.
2. Press Ctrl+Y or F4.

The Loading screen opens.



3. In the **User(s) to send to** field, enter the usernames of the people you are mailing, separated by a space.
4. Click **Accept** (Alt+A) or press Enter.

   The main mail screen opens.
5. Enter the subject of the message, and then press Enter.

> **TIP**
>
> To view additional instructions for regular UNIX mail, enter the **~?** command on a separate prompt line.
>
> In general, the **~e** command can be used on a separate line to use your default UNIX text editor (not the software text editor) while composing a mail message. If your default editor is the standard editor provided by the software, then the function keys can be used.
>
> To view the mail instructions when using the UNIX text editor, exit the editor, and then enter the **~?** command on a line by itself.

   The default UNIX text editor appears. For instructions about using your agency's UNIX text editor, see your SAA.
6. Enter your message, and then exit the editor.
7. Press Enter, and then press Ctrl+D.

   Depending on your software setup, the following message might appear:

   ```
   (end of message)
   Press <Return> to return to Spillman:
   ```
8. Press Enter to return to your original screen or menu.

Using the UNIX Help System

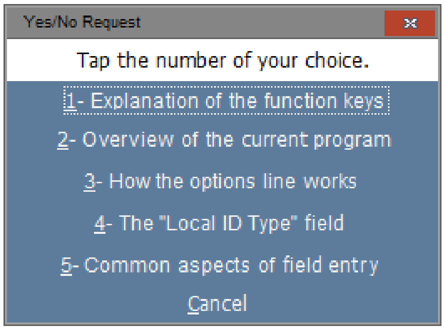
The UNIX Help system provides information about software functions, such as:

- An explanation of the function keys.
- An overview of the current program, as set up by your agency.
- Help information about general options.
- Help information about the current field. Information includes a description of the field, if the field is coded, and the code table to which it is coded. Press Ctrl+E to view any available codes for the field.
- Help information about the current process, such as variable entry.

To use UNIX Help:

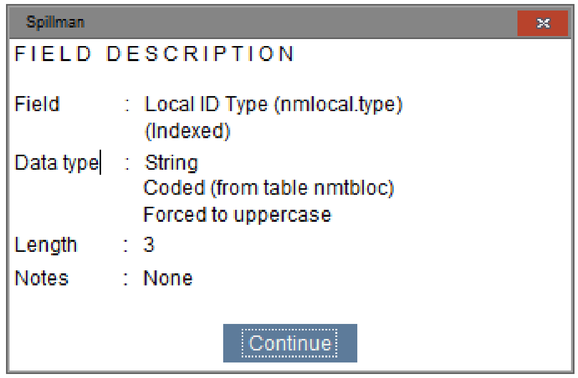
1. From the desired field, press Ctrl+W. For example, the **Local ID** field on the Names screen.

   A menu of Help options opens.



2. Click the item, or use the arrow keys to highlight the correct item, and then press Enter.

A window opens with information for the selected item. For example, Local ID Type.



TIP

If the window contains more information than can fit on one screen, use the scroll bar to view additional text.

3. To close the window, click **Continue**, or press Enter.

Appendix C

Appendix C describes the fields of different screens, and their associated detail windows:

Fields on the Names screen

The following table lists the fields on the Name screen.

Field name	Description
Name Number	Displays the record number, unique to this Name record. The record number is assigned the Name record is added. If the record is not referenced by any other records, then the record number can be changed to another unique number.
Last	Enter the person's last name. Up to 60 characters are allowed in this field.
Fst	Enter the person's first name. Up to 60 characters are allowed in this field.
Mid	Enter the person's middle name or initial. Up to 40 characters are allowed in this field.
Suffix	An unlabeled field that follows the **Mid** field. Enter the name suffix, such as Sr, Jr, or III.

Field name	Description
Address Indicator	An unlabeled field that is between the field name for the **Addr** field and the street address. This field is used only if your agency has the Geobase module. Displays an equal sign (`=`) if the address is geobased or a colon (`:`) if the address is not geobased. See “Entering Addresses with Geobase” on page 159.
Addr	Enter the street address for the person’s residence. If your agency uses the Geobase module, the address is verified when the cursor is moved to another field. See “Entering Addresses with Geobase” on page 159.
Address Alert	An unlabeled field that follows the street address. This field is used only if your agency has the Geobase module. Displays the first alert associated with the address if any alerts exist for the address. See “Entering Addresses with Geobase” on page 159.
City	Enter the city where the person lives. If a city code or city is entered that is in the City code table (`apcity`), then the city, state, and ZIP Code are populated. If a partial city name or city not in the City code table is entered, then a dialog box opens, asking whether to use the value. Click **Yes**, or press Enter to use the value. Otherwise, click **No** to view a list of the cities that most closely match your entry. Select the correct city from the list.
ST	Enter the state where the person lives. If a city from the City code table (`apcity`) is entered in the **City** field, then the state is populated.
ZIP	Enter the postal ZIP Code where the person lives. The last four characters are optional. If a city from the City code table (`apcity`) is entered in the **City** field, then the ZIP is populated.
Zone	Displays zone information for your jurisdiction based on the address entered on the record if your agency uses GeoValidation or Classic Geobase. Otherwise, the field is left blank. This field is display-only, but can be used to search for records.
Area	Displays area information for your jurisdiction based on the address entered on the record if your agency uses GeoValidation or Classic Geobase. Otherwise, the field is left blank. This field is display-only, but can be used to search for records.
Hst	Displays the most recent previous address for the person. To view all changes to the person’s address, name, and home phone number, select **View**. See “Modifying Names, Addresses, or Phone Numbers” on page 353. When the screen is in Search mode, search criteria can be entered. Otherwise, the field is display-only.

Field name	Description
Death	If the person is deceased, enter the date that the person died.
Alias	If the Name record contains a known alias, enter the record number for the person's real name. See "Adding and Viewing Aliases" on page 198.
Moniker	Enter the person's additional monikers or nicknames, if any. To add multiple field entries, click **Detail** (Ctrl+N) to open the detail window.
DL Numbr	Enter the person's driver license number.
DL State	Enter the abbreviation for the state that issued the driver license.
Class	Enter the driver license classification and restriction or endorsement codes.
Home Tel	Enter the person's home telephone number. By default, the local area code is populated. Modify the value if necessary.
Work Tel	Enter the person's work telephone number and extension, if applicable. By default, the local area code is populated. Modify the value if necessary.
Image	Indicates whether any images, such as a photo or document, are attached to the record. Click **Detail** (Ctrl+N) to open the detail window.
SSN	Enter the person's Social Security number.
Local ID	Enter any local identification numbers and types for the Name record, such as the county ID number or the ID number for the responsible officer. Click **Detail** (Ctrl+N) to open the detail window.
State ID	Enter the state identification number for this person.
FBI	Enter the FBI number associated with this person.
Other Tel	Enter any additional telephone numbers, such as a cell phone, pager, or work phone number. The **Other Tel** field is coded to the Telephone Type Codes talbe (`nmbotel`). Click **Detail** (Ctrl+N) to open the detail window.
Internet	Enter any internet addresses, website URLs, instant messaging addresses, and social network identifiers that your agency tracks. The **Internet** field is coded to the Internet Type Codes table (`nmtbityp`). Click **Detail** (Ctrl+N) to open the detail window.
DOB	Enter the person's date of birth. If your agency has the Law Enforcement or Jail modules, then the date of birth must be entered for the booking programs to work correctly.

Field name	Description
Age	Displays the person's age based on the date entered in the **DOB** field. If a date is entered in the **Death** field, then the software displays `Deceased (age)`, where *age* is the age of the person at the time of death. When the screen is in Search mode, search criteria can be entered. Otherwise, the field is display-only.
Race	Enter the person's race.
Sex	Enter **`M`** for male, **`F`** for female, or **`U`** for unknown.
Gender	Enter the person's gender identity if different from their biological sex.
Height	Enter the person's height in feet and inches. After saving the record, the person's height is displayed in centimeters next to the field.
Weight	Enter the person's weight in pounds. After saving the record, the person's weight is displayed in kilograms next to the field.
Eyes	Enter the person's eye color.
Glasses	Enter the person's type of eye wear, such as bifocals, glasses, or contact lenses.
Hair	Enter the person's hair color.
Hstyle	Enter the person's hairstyle.
Beard	Enter the person's facial hair.
SMT	Enter information about any scars, marks, or tattoos that distinguish the person. Click **Detail** (Ctrl+N) to open the detail window. Only the first entry in the detail window appears on the Names screen. See "Entering Data for Scars, Marks and Tattoos" on page 188.
Cmplxn	Enter the person's complexion, such as pockmarked, dark, or fair.
Speech	Enter the person's speech, such as slurred, stutters, or articulate.
Teeth	Enter the person's teeth, such as discolored, misaligned, or straight.
Build	Enter the person's build, such as slender or muscular.
Ethnic	Enter the person's ethnicity.
MO	Enter information about the person's *modus operandi* (or method of operation). See "Entering Data for Modus Operandi" on page 190. Click **Detail** (Ctrl+N) to open the detail window.

Field name	Description
Name Type	Enter the type of Name record of the person, such as resident, individual, business, or government. The Names table accommodates records for individuals, businesses, and organizations.
Sub Type	Enter the sub-types to a Name record, such as a child care facility, day care, public park, or swimming pool. This allows for searching for specific groups of people, businesses, or other entities. The **Sub Type** field is coded to the Name Subtype Codes table (`nmtbstyp`) code table. Click **Detail** (Ctrl+N) to open the detail window.
Alert Codes	Enter any dangerous characteristics associated with this person. The first 13 codes appear on the Names screen. For more information, see "Entering Name Alerts" on page 192. Click **Detail** (Ctrl+N) to open the detail window.
Comments	Enter additional information associated with this record. Click **Editor** (Ctrl+E) to open the text editor. If any outlines exist for this field, then a list appears. Select an outline from the list to open the text editor with the outline. To view information in the **Comments** field, click **View**, and then enter the number for the **Comments** field. See "Entering Data in Comments Fields" on page 140.
Premis	An ampersand (&) in this field indicates that a Premises record is attached to this Name record. To access the Premises record, click **Premis**.
Xtra	An ampersand (&) in this field indicates that an Additional Name Information record is attached to this Name record. To access this record, click **Xname**.
Visited Inmates	An ampersand (&) in this field indicates that the person has visited inmates. See "Viewing jail visitation information" on page 201.
Had Visitors	An ampersand (&) in this field indicates that the person has had visitors while in jail. See "Viewing jail visitation information" on page 201.
Merge	Displays the first 10 characters of any comments that appear in the Name Merge Comments table (`nmmerg`). To view the comments, click **View**, and then enter the number for the **Merge** field.

Fields on the Additional Name Information screen

The following table lists the fields on the Additional Name Information screen.

Field name	Description
Birth City	Enter the city where the person was born. If a partial city name or a city that is not in the City code table (`apcity`) is entered, then the following dialog box opens, asking whether to use the value. Click **Yes**, or press Enter to use the value. Otherwise, click **No** to view a list of the cities that most closely match your entry. Select the correct city from the list.
State	Enter the state where the person was born.
Citizenshp	Enter the person's citizenship.
Religion	Enter the person's religious preference.
Marital	Enter the person's marital status.
School	Enter the school attended by the person, if applicable.
Education	Enter the number of years of schooling the person has completed.
Shoe Size	Enter the person's shoe size.
Cover Size	Enter the person's coverall size.
Misc. Size	Enter additional size information, following your agency's guidelines.
Commissary	Enter **`Y`** or **`N`** to indicate whether the inmate is authorized to purchase commissary items.
Contact	Enter the name of the person to contact in case of emergency.
Relationship	Enter the relationship of the emergency contact person to the person described in this Name record.
Address	Enter the address of the emergency contact person.
Phone	Enter the phone number of the emergency contact person.
Employer	Enter the name of the person's employer.
Employer Phone	Enter the phone number where the employer can be reached.
Address	Enter the address of the employer.
Job Desc	Enter the description of the person's job.
Job Phone	Enter the phone number of the person's place of employment.
Job Locatn	Enter the address of the person's place of employment.

Field name	Description
Date Hired	Enter the date the person was hired.
Supervisor	Enter the name of the person's supervisor.
Super Work Phon	Enter the work phone number of the person's supervisor.
Super Home Phon	Enter the home phone number of the person's supervisor.
Prof Licenses	Enter any professional licenses related to the person's job.
Probation	Enter the code for the type of probation.
Prob Officer	Enter the name of the person's probation officer.
Attorney	Enter the name of the person's attorney.
Henry	Enter the person's Henry fingerprint pattern classification.
NCIC Print	Enter the person's NCIC fingerprint pattern classification.

Fields in the Scars, Marks, and Tattoos detail window

The following table lists the fields on the SMT detail window.

Field name	Description
Seq	Displays the next sequential number. Enter a different sequential number, if necessary. The record with the sequential number 1 appears on the Names screen.
NCIC Code	Enter a NCIC code for the scar, mark, or tattoo. When a NCIC code is entered, the **Type**, **Pos**, and **Part** fields are populated. Modify these fields, if necessary.
Type	Enter the type of characteristic. For example, artificial body part, scar, deaf, or drug addiction.
Pos	Enter the position of the characteristic on the body part. For example, left, right, lower, or upper.
Part	Enter the body part affected. For example, `ARM` for arm.
Comments	Enter any additional information about the scar, mark, or tattoo.

Fields in the Modus Operandi detail window

The following table lists the fields on the MO detail window.

Field name	Description
Seq	Displays the next sequential number. Enter a different sequential number, if necessary.
Factor	Enter the factor or general category associated with the *modus operandi*. For example, `Point of Entry`.
Method	Enter the more specific designation of *modus operandi*. For example, if the factor is `Bias Motivation`, then `Anti-Hispanic` might be the method. Only those methods that correspond with the factor entered are displayed. For example, if `Cigarette Brand` is entered in the **Factor** field, then the **Method** field lists the brands of cigarettes.

Fields on the Vehicle screen

The following table lists the fields on the Vehicle screen.

Field name	Description
Vehicle Number	Displays a record number, unique to this Vehicle record. The software assigns the record number when you add the Vehicle record. If the record is not referenced by any other records, you can change the record number to another unique number.
License Plate	Enter the license plate number of the vehicle.
State	Enter the state that issued the license plate.
License Type	Enter a code for the type of license plate, for example, dealer, handicapped, or county owned.
Expires	Enter the date the vehicle license expires.
VIN	Enter the Vehicle Identification Number (VIN) for the vehicle.
VIN Valid	Indicates whether the VIN is valid. The software displays either `Y` (Yes) or `N` (No). To determine whether the VIN is valid, the software performs the check digit calculation required by Federal Motor Vehicle Safety. This calculation does not guarantee that the VIN is valid, only that the VIN you entered matches the calculated digits. If the vehicle year precedes 1981, *ignore this field*. The software checks the VIN against standards that were established in 1981. For more information, see “Entering a VIN” on page 214.

Field name	Description
Vehicle Type	Enter the type of vehicle, for example, passenger car, trailer, or cargo truck.
Vehicle Year	Enter the year the vehicle was manufactured.
Make	Enter the make of the vehicle.
Model	Enter the model of the vehicle.
Color	Enter the color of the vehicle. You can enter up to two colors.
Doors	Enter the number of doors on the vehicle.
Value	Enter the value of the vehicle.
Characteristics	Detail window. Click **Detail** (Ctrl+N) to open the detail window. In the detail window, enter characteristics of the vehicle.
Image	Detail window. Indicates whether any images, such as a photo or document, are attached to the record. Click **Detail** (Ctrl+N) to open the detail window.
Owner	Enter the Name record number for the owner. You must enter the record number for an existing Name record. For more information, see "Entering Owner Information" on page 215.
Agency	Enter the agency responsible for handling the vehicle.
Officer	Enter the officer in charge of handling the vehicle.
Incident	If the vehicle is associated with a law incident, enter the Law Incident number. For more information, see "Entering Law Incident information" on page 216. UCR uses the Incident Number to extract information from the Vehicle History table. If multiple Vehicle History records contain the same Incident Number, UCR uses the most recent record.
UCR Status	Enter the UCR status code for the vehicle.
Local Status	Enter the status of the vehicle. The local status codes are defined by your agency and are usually more specific than UCR status codes.
Status Date	Enter the date the status was declared.
Local ID	Detail window. Click **Detail** (Ctrl+N) to open the detail window. In the detail window, enter local ID types and ID numbers for the Vehicle record, such as the county number, NCIC number, or state number. In the **Type** field, select a local ID type from the list of valid codes. In the **ID** field, enter the identification number.

Field name	Description
Date Recov/Recv	Enter the date the vehicle was recovered or received.
Amount Recov	Enter the dollar value for the recovered vehicle. UCR uses the value in this field to calculate the recovered value of the vehicle. For accurate UCR reports, enter the recovered value in the **Amount Recov** field—not in the **Value** field.
Area	Enter the geographic location where the vehicle was recovered or reported stolen. This information helps you identify trends and problem areas in your jurisdiction.
Wrecker Service	Enter the wrecker service used to tow the vehicle.
Storage Location	Enter the location where the vehicle is stored.
Date Released	Enter the date the vehicle was released.
Dhist	An ampersand (&) indicates that History records exist for this Vehicle Record. For more information, see “Adding Vehicle History Records” on page 355.
Comments	Enter additional information about the vehicle. Click **Editor** or press Ctrl+E to open the text editor. If any outlines exist for this field, a list of the available outlines appears when you attempt to open the text editor. After you select an outline from this list, the software opens the text editor and displays the outline. To view information in the **Comments** field, select the **View** button and then enter the number for the **Comments** field. For more information, see “Entering Data in Comments Fields” on page 140.
Merge	As duplicate Vehicle records are merged, the **Merge** field for the retained record is populated with data from the merged record. To view information in the **Merge** field, select **View**, and then enter the number for the **Merge** field.

Fields on the Property screen

The following table lists the fields on the Property screen.

Field name	Description
Property Num	Displays a record number, unique to this Property record. The software assigns the record number when you add the Property record. If the record is not referenced by any other records, you can change the record number to another unique number.
Item	Enter the type of item.

Field name	Description
Brand	Enter the brand name of the item.
Model	Enter the model name or number of the item.
Yr	Enter the model year of the item.
Serial Nmbr	Enter the serial number for the item.
Color	Enter the color of the item. You can enter up to two colors in this field.
Image	Detail window. Indicates whether any images, such as a photo or document, are attached to the record. Click **Detail** (Ctrl+N) to open the detail window.
Owner Applied Nmbr	Enter the number, name, or initials that the owner applied to the item.
Characteristics	Detail window. Click **Detail** (Ctrl+N) to open the detail window. In the detail window, enter codes that describe characteristics of the property item.
Quantity	Enter the number of items included in the Property record. In the **Meas** field, indicate the type of measurement used. For example, if you have a Property record for 2 kilograms of drugs, enter **2** in the **Quantity** field and the code for kilograms in the **Meas** field.
Meas	Enter the code for the type of measurement used, such as ounces, kilograms, or pounds. The code you enter corresponds with the value in the **Quantity** field.
Total Value	Enter the total value of the item.
UCR Code	Enter the UCR code. This code is used to help produce UCR reports.
Owner	Enter the Name record number for the owner. You must enter the record number for an existing Name record. For more information, see “Entering Owner Information” on page 242.
Agency	Enter a code for the agency associated with the item.
Officer	Enter the name or name code of the officer responsible for the item.
Incident	If the property item is associated with a law incident, enter the Law Incident number in the **Incident** field. For more information, see “Entering Law Incident Information” on page 243. UCR uses the Incident Number to extract information from the Property History table. If multiple Property History records contain the same Incident Number, UCR uses the most recent record.

Field name	Description
UCR Status	Enter the UCR status code for the item.
Local Status	Enter the status of the item. These codes are defined by your agency and are often more specific than the UCR status codes.
Local ID	Detail window. Click **Detail** (Ctrl+N) to open the detail window. In this window you can enter multiple local ID types and numbers for the Property record, for example, county number, NCIC number, and state number. In the **Type** field, select a local ID type from the list of valid codes. In the **ID** field, enter the identification number.
Status Date	Enter the date that this status was declared.
Date Recov/Rcvd	Enter the date that the item was recovered or received.
Amt Recovered	Enter the dollar value of the property recovered. UCR uses this field to determine the amount of property recovered during the current month. For more information, see “Entering Recovered Property” on page 244.
Accum Amt Recov	Enter the accumulated dollar value of the property recovered. For more information, see “Entering Recovered Property” on page 244.
Storage Location	Enter the item’s storage location.
Tag Number	Enter the tag number assigned for storage retrieval.
Crime Lab Number	Enter the crime lab number.
Date Released	Enter the date that the item was released.
Released By	Enter the name of the person who released the item.
Released To	Enter the name of the person who received the item at the time it was released.
Dhist	If an ampersand (&) appears in this field, at least one history record exists. You can access the history record by selecting the **Hist** button. For more information, see “Adding Property History Records” on page 357.

Field name	Description
Custody/Reason	Detail window. Click **Detail** (Ctrl+N) to open the detail window. Add a Detail record for each time the item changes hands, such as submitting the item to the court as evidence. For more information, see "Entering Custody Information" on page 247.
Comments	Enter additional information about the property item. Click **Editor** or press Ctrl+E to open the text editor. If any outlines exist for this field, a list of the available outlines appears when you attempt to open the text editor. After you select an outline from the list, the software opens the text editor and displays the outline. To view information in the **Comments** field, select the **View** button and then enter the number for the **Comments** field. For more information, see "Entering Data in Comments Fields" on page 140.

Fields in the Custody Record detail window

The following table lists the fields on the Custody Record detail window.

Field name	Description
Seq	Displays the next sequence number.
When	Enter the time and date that the property item changed custody. The most recent entry appears on the main Property screen.
Who To/From	Enter the person or agency to whom the property was given or from whom the property was received. You can either select a name from the Official Names code table (`apnames`) or enter a a name that is not in the code table. If you enter a name that is not in the code table, the following dialog box opens, asking whether to use the value. Click **Yes** or press Enter to use the name you entered. Click **No** to have the software display a list of the names in the Official Names code table that most closely match the value you entered.
Custodian	Enter the name or name code of the property/evidence custodian who handled the transfer.
Reason/Location	Enter the reason for the custody change or the new location of the item. In this field, indicate whether the custody change was a transfer *from* the agency or *to* the agency.

Fields on the Wanted Persons screen

The following table lists the fields on the Wanted Persons screen.

Field name	Description
Want Number	Displays a record number, unique to this Wanted Person record. The software assigns the record number when you add the Wanted Person record. If the record is not referenced by any other records, you can change the record number to another unique number.
Docket Number	Enter the docket number of the warrant.
Court Number	Enter the number used by the courts to originate and track the warrant.
Date Issued	Enter the date the warrant was issued.
Date Received	Enter the date the papers were received.
Date Expires	Enter the date the warrant is no longer of force.
Wanted For	Enter the main charge, the reason the person is wanted.
Process Type	Enter the process type under which this person is wanted.
Crime Class	Enter the code for the classification of the crime, for example, first degree felony.
Date Returned	Enter the date the process return was sent to the court or attorney.
Disposition	Enter the current disposition of the warrant. Depending on how your SAA set up the software, the software might update this field each time the disposition changes. If the software does not update this field, make sure you update the information in the field each time the disposition changes.
Disp Date	Enter the date that the disposition was declared.
Wanted Person	Enter the record number for the wanted person's Name record. You must enter a record number for an existing Name record. For more information, see "Entering Name Information" on page 257.
Issuing Court	Enter the court that has jurisdiction and will try the case.
Judge	Enter the name of the judge who issued the process.
Agency	Enter the code for the agency that issued the warrant.
Officer	The name or name code of the officer assigned to the case.
Related Incident	Enter the record number for the Law Incident record associated with the warrant. For more information, see "Entering Law Incident Information" on page 258.
Bail Amount	Enter the amount the court assigned as bail.

Field name	Description
Cash Only	If bail is cash only, enter **Y** for yes. Otherwise, enter **N** for no.
Night Service	If the agency can serve this person at night, enter **Y** for yes. Otherwise, enter **N** for no.
Extradition	If the person is to be extradited, enter the maximum number of miles that the agency will extradite the person.
Local ID	Detail window. Click **Detail** (Ctrl+N) to open the detail window. In the detail window, enter local ID types and numbers for the Wanted Person record, for example, county number, NCIC number, or state number. In the **Type** field, select a local ID type from the list of valid codes. In the **ID** field, enter the identification number.
NCIC Code	Enter the NCIC code associated with the warrant.
Offense Code	Enter the most serious offense for which the person is wanted.
Offenses	Detail window. Click **Detail** (Ctrl+N) to open the detail window. In the detail window, enter each statute and its disposition associated with the warrant. For instructions, see “Entering Offense Information” on page 259.
Attempts	Detail window. Click **Detail** (Ctrl+N) to open the detail window. In the detail window, enter the time, date, and person who attempted to serve the warrant, subpoena, or summons. For instructions, see “Entering Service Attempts” on page 261.
Remarks	Enter additional information about the warrant or wanted person. Click **Editor** or press Ctrl+E to open the text editor. If any outlines exist for this field, a list of the available outlines appears when you attempt to open the text editor. After you select an outline from the list, the software opens the text editor and displays the outline. To view information in the **Remarks** field, select the **View** button and then enter the number for the **Remarks** field. For more information, see “Entering Data in Comments Fields” on page 140.

Fields in the Wanted Person, Offenses detail window

The following table lists the fields on the Wanted Person, Offenses detail window.

Field name	Description
Seq	Displays the next sequence number. You have the option of entering a different sequence number. The Detail record with sequence number 1 appears on the Wanted Person screen.
Offense Code	Enter the statute associated with the warrant.
Dsp	Enter the code for the disposition of the offense.

Fields in the Wanted Person, Service Attempts detail window

The following table lists the fields on the Wanted Person, Service Attempts detail window.

Field name	Description
Seq	Displays the next sequence number. You have the option of entering a different sequence number.
Time/Date	Enter the time and date of the service attempt. The most recent entry appears on the main Wanted Person screen.
Attempted By	Enter the name of the person who attempted the service.
Comments	Enter any additional information about the service attempt.

Fields on the On-Call Scheduling screen

The following table lists the fields on the On-Call Scheduling screen.

Field name	Description
Officer Name	Enter the name of the person for whom you are creating the on-call schedule. Select a name from the list of valid names, or enter a name not included in the list.
Agency	Enter the person’s agency. The software fills in the agency if you selected a name from the lookup window for the **Officer Name** field.
Division	Enter the person’s division. The software fills in the division if you selected a name from the lookup window for the **Officer Name** field.

Field name	Description
Home Phone	Enter the person’s home phone number.
Pager	Enter the person’s pager number.
Other Phone	Enter another phone number where you can reach the person.
Description	Enter the description of this phone number.
Other Phone	Enter another phone number where you can reach the person.
Description	Enter a description of the phone number.
Comments	Enter additional comments or information about the person.
On Call Availability	Detail window. Click **Detail** (Ctrl+N) to open the detail window. In the detail window, enter the time the person’s on-call shift starts and ends, the person’s specialty, and the person’s priority. For more information, see “Adding On-Call Availability Detail Records” on page 275.

Fields in the On-Call Availability detail window

The following table lists the fields on the On-Call Availability detail window.

Field name	Description
Seq	Displays the next sequential number. You can change the next sequential number, if necessary.
Status Start Time	Enter the time and date the on-call shift begins.
Status End Time	Enter the time and date the on-call shift ends.
Specialty	Enter the code for the person’s specialty, for example, `ARSN` for `Arson Investigator`.
Priority	Enter the person’s priority number during the on-call shift. The priority number determines where the person’s name appears in the list of on-call personnel. For example, if the priority number is 1, the person appears first on the list of on-call personnel.

Fields on the Resource screen

The following table lists the fields on the Resource screen.

Field name	Description
Resource Number	Displays a record number, unique to this Resource record. The software assigns the record number when you add the Resource record.
Item Name	Enter the name of the equipment.
Contact Name	Enter the name of the business or contact person for the equipment.
Street Address	Enter the street address where the equipment is located.
City	Enter the city in which the equipment is located.
Zone	Enter the zone in which the equipment is located.
Telephone	Enter the phone number where you can reach the business or contact person.
Comments	Enter any additional information about the equipment.

Fields on the Demographic Summary screen

The Demographic Summary screen contains the following areas.

Stop/Detention area

The following lists the fields in the **Stop/Detention** area for the Demographic Summary screen.

Field name	Description
Profile	Displays the unique racial profile number of the record. The number is automatically assigned when the record is added.
Related Traffic Stop	Enter the related Traffic Stop record number. If the number is unknown, click the Lookup button (Ctrl+E) to search for the Traffic Stop record, and then click **Use** to select it. Depending on the settings established by your SAA, this number might be automatically populated.
Type of Stop	Enter the type of traffic stop, or click the Lookup button (Ctrl+E) to select from a list of codes.

Field name	Description
Stop Date/Time	Enter the time and date of the stop or incident using the format *hh:mm:ss mm/dd/yyyy*, or click the **Time** button (Ctrl+T) to enter the current time and date.
Officers	Enter the officers involved in the stop or incident, or click the Lookup button (Ctrl+E) to select from a list of officers. To add multiple officers, click **Detail** to open the detail window.
Address	Enter the street address where the stop or incident took place. If your agency maintains a geobase, then the Address Selection window opens and a search is performed to find the address in the geobase. An alert is displayed if the address does not exist.
City	Enter the city in which the stop or incident took place, or click the Lookup button (Ctrl+E) to select from a list of cities.
Area	Enter the code for the geographical area in which the stop or incident occurred, or click the Lookup button (Ctrl+E) to select from a list of areas or zones.
Location Type	Enter the location type code for where the stop or incident occurred, or click the Lookup button (Ctrl+E) to select from a list of location types.
End Date/Time	Enter the time and date the stop or incident ended using the format *hh:mm:ss mm/dd/yyyy*, or click the **Time** button (Ctrl+T) to enter the current time and date.
Division	Enter the division for the specified officer, or click the Lookup button (Ctrl+E) to select from a list of division codes.
Shift	Enter the shift that the officer involved in the stop or incident is working, or click the Lookup button (Ctrl+E) to select from a list of shift codes.
Agency	Enter the agency for the specified officer, or click the Lookup button (Ctrl+E) to select from a list of agency codes.

Demographics area

The following lists the fields in the **Demographics** area for the Demographic Summary screen.

Field name	Description
Race	Enter the race for the person, or click the Lookup button (Ctrl+E) to select from a list of race codes.
Race Known Prior	Indicate whether the officer knew the race of the person prior to the stop or incident.

Field name	Description
Age	Enter one of the predetermined age ranges for the person, or click the Lookup button (Ctrl+E) to select from a list of age codes.
Ethnicity	Enter the ethnicity of the person, or click the Lookup button (Ctrl+E) to select from a list of ethnicity codes.
Sex	Enter the sex of the person, or click the Lookup button (Ctrl+E) to select from a list of sex codes.
Gender	Enter the gender of the person, or click the Lookup button (Ctrl+E) to select from a list of gender codes.

Details area

The following lists the fields in the **Details** area for the Demographic Summary screen.

Field name	Description
Resident	Indicate whether the person is a United States citizen.
Reason for Stop	Enter the reason for the stop. To add multiple reasons, click **Detail** to open the detail window.
Violation Category	Enter the violation category for the stop, or click the Lookup button (Ctrl+E) to select from a list of categories.
Result of Stop	Enter the result of the stop, or click the Lookup button (Ctrl+E) to select from a list of results.
Misc Code	Enter any miscellaneous code for the stop or incident, or click the Lookup button (Ctrl+E) to select from a list of codes. This field can be used to link the Demographic Summary record to a Law Incident record.
Citation/Warning	Enter the type of citation or warrant issued, or click the Lookup button (Ctrl+E) to select from a list of codes.
Search Conducted	Indicate whether a search was conducted during the stop or incident.
Violations Observed	Enter any violations that were observed during the stop or incident, or click the Lookup button (Ctrl+E) to select from a list of violations. For example, `Hitchhiking`.
Search Duration	Enter the duration of the search.
Contraband Found	Indicate whether contraband was found during the stop or incident.

Field name	Description
Contraband Description	Enter a description of the contraband found during the stop or incident, or click the Lookup button (Ctrl+E) to select from a list of contraband.
What was searched	Enter what was searched during the stop or incident, or click the Lookup button (Ctrl+E) to select from a list of codes.
Search Basis	Enter the reason the search was conducted, or click the Lookup button (Ctrl+E) to select from a list of codes
Search Authority	Enter the authority that allowed the search to be conducted, or click the Lookup button (Ctrl+E) to select from a list of codes.
Property Seized	Enter any seized property, or click the Lookup button (Ctrl+E) to select from a list of property.
Arrest Made	Indicate whether an arrest was made.
Arrest Based On	Enter a reason for the arrest, or click the Lookup button (Ctrl+E) to select from a list of codes.
Arrested Persons	Enter who was arrested, or click the Lookup button (Ctrl+E) to select from a list of persons.
Officer Force	Indicate whether the officer used force in the course of the arrest.
Occupant Resisted	Enter whether and how the occupant resisted arrest.
Injured Persons	Enter whether a person was injured during the course of the arrest, or click the Lookup button (Ctrl+E) to select from a list of codes.

Passengers/Group Members area

The following lists the fields in the **Passengers/Group Members** area for the Demographic Summary screen and the detail window. In the Demographic Summary screen, these fields are view-only.

Field name	Description
Relationship	Enter the relationship of the person to the driver. This field is required.
Race	Enter the race of the person.
Sex	Enter the sex of the person.
Gender	Enter the gender of the person.
Age	Enter the age of the person.
Ethnicity	Enter the ethnicity of the person.

Fields on the Involvements screen

The following table lists the fields on the Involvements screen.

Field name	Description
Type	Enter the abbreviation for the type of the record to which you are creating the involvement. For example, enter **NM** for a Name record, **VH** for a Vehicle record, or **PR** for a Property record.
Record #	Enter the record number for the record to which you are creating the involvement. If you do not know the record number, click the Lookup button (Ctrl+E). The appropriate table opens so that you can search for the record. With the correct record on the screen, select the **Use** button. For more information, see "Adding User-Defined Involvements" on page 377.
Date	Depending on how your SAA has set up the software, it does one of the following: • Enters the date current date (the date the involvement was created). You can modify the date if necessary. • Enters a date based on other criteria. For example, for an involvement to a License and Permit record, the software might enter the application date. You cannot modify the date. For information about the criteria that the software uses to determine the date, see "Criteria used to determine an involvement date" on page 496.
Description	Displays a description of the record. For example, an involvement to a Vehicle record might have the description `BLA 86 FORD`.
Relationship	Enter the relationship between the original record and the involved record. For example, the relationship between a Name record and a Vehicle record might be `Principal Driver`. Depending on how your SAA has set up the software, the **Relationship** field for name-to-name involvements might be coded. If the **Relationship** field is coded and you enter an invalid or partial relationship code, a window appears with a list of valid relationship codes. Select the correct relationship from the list.

Criteria used to determine an involvement date

Your SAA can set up the software so that it enters a date, other than the current date, in the **Date** field on the Involvements screen. The following table lists each involvement type and the date entered for that involvement type.

Involvement type	Date entered by the software
Name	No date
Miscellaneous	No date

Involvement type	Date entered by the software
Premises	No date
Property	No date
Vehicle	No date
Case File	Date initiated
Law Incident	Date reported
EMS Incident	Date reported
Fire Incident	Date reported
CAD Call	Date reported
Fire Field Interview	Interview date
Law Field Interview	Interview date
Traffic Citation	Date issued
Traffic Warning	Date issued
License and Permit	Application date
Vehicle Impound	Impound date
Pawn Activity	Date the activity was completed If the activity date is blank, the software displays the assigned date. If the assigned date is blank, the software displays the requested date.
Pawned Property	Date pawned
Wanted Person	Date received If the date received is blank, the software displays the date the warrant was issued.
Civil Process	Date received If the date received is blank, the software displays the date the process was issued.
Accident	Date accident occurred
Jail Booking	Date of the latest arrest, if the inmate was booked on multiple arrests

Appendix D

Appendix D describes features of the built-in text editor that is available with the software.

The text editor is used to enter text in comments and narrative fields and to view reports and records on the screen. The text editor can also be used to create new documents and to open existing text documents. The text editor works similar to other word-processing programs, including using the spelling checker, searching for a specific words or phrases in the text, or cutting, copying, and pasting text.

For more information, see the following sections:

- "Entering text" on page 499
- "Using the spelling checker" on page 500
- "Editing text" on page 504
- "Searching for text" on page 505
- "Viewing text information" on page 507
- "Working with files" on page 507
- "Printing from the text editor" on page 509

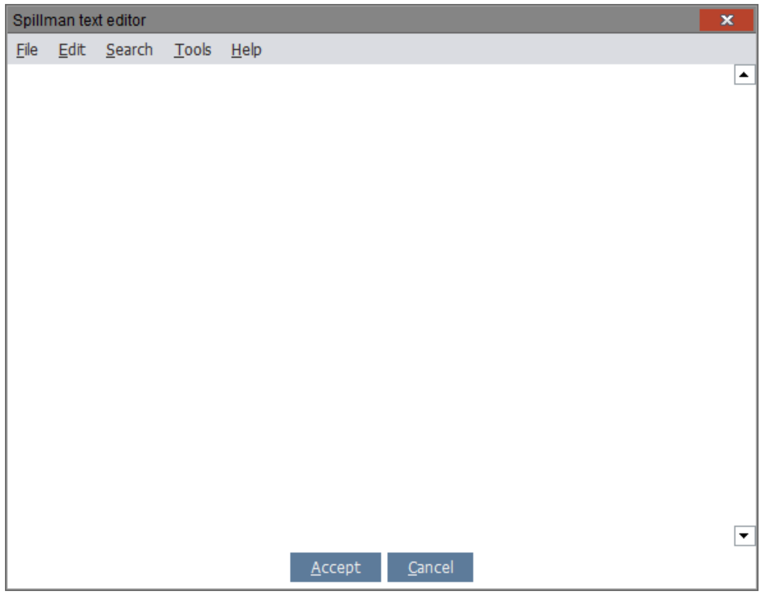
Entering text

Use the text editor to enter text in comments and narrative fields. For fields that use the text editor, the **Editor** button appears next to the field.

To use the text editor to enter text:

1. Add a new record, or modify an existing record.
2. Move the cursor to the comments or narrative field to enter text.
3. Click the **Editor** button (Ctrl+E).

The text editor opens.



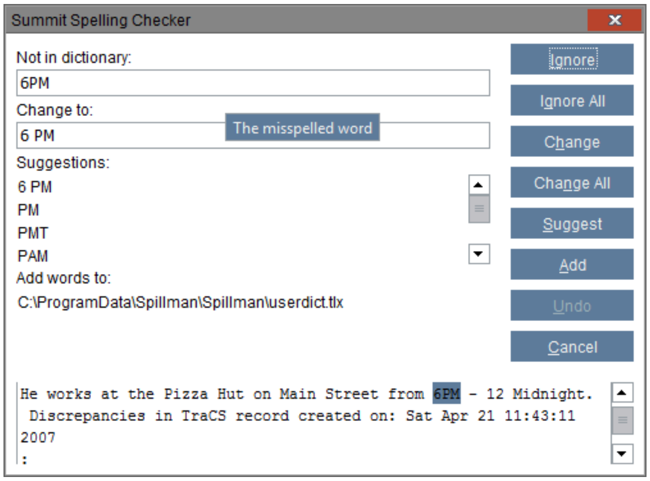
4. Enter your text.
5. To check spelling, select **Tools > Spell Check**. See "Using the spelling checker" on page 500.
6. Click **Accept** (Alt+A) to save the text and return to the main screen.

Using the spelling checker

To use the spelling checker:

1. Open the text editor. See "Entering text" on page 499.
2. Select **Tools > Spell Check**.

The Spelling Checker window opens.



The software begins checking the spelling of the text. When a questionable word is encountered, the following occurs:

– The word is highlighted in the text, and displays in the **Not in dictionary** field.

– The most likely alternative word displays in the **Change to** field.

– A list of alternative words displays in the **Suggestions** field.

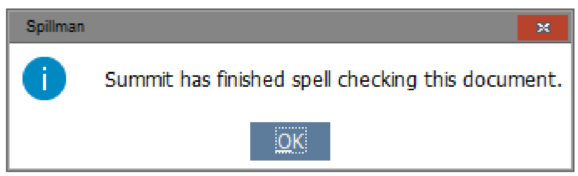
> **NOTE**
>
> If no questionable words are found, then the **Check Spelling** window closes.

3. For each questionable word found by the spelling checker, do one of the following.

To	Do this
Ignore the questionable word	Click **Ignore**.
Ignore all occurrences of the questionable word (in the current document)	Click **Ignore All**.
Replace the questionable word with the word in the **Change to** field	Click **Change**.
Replace the questionable word with a word in the **Suggestions** field	1. Select the correct word by clicking the word or pressing the Down Arrow key until the word is selected. 2. When the correct word appears in the **Change to** field, click **Change**.

To	Do this
Replace the questionable word with a word that is not suggested by the spelling checker	1. In the **Change to** field, either enter a new word or change the spelling of the existing word. 2. Click **Change**.
Replace all occurrences of the questionable word with the word that appears in the **Change to** field	1. Make sure the correct word appears in the **Change to** field. Enter the correct word or select it in the **Suggestions** field. 2. Click **Change All**.
Have the spelling checker suggest alternative words	1. Click **Suggest** to view a list of alternative words. 2. Select the word to use, and then click **Change**.

When no more questionable words are found, a dialog box opens, stating that spell checking is complete.



4. Click **OK**, or press Enter.
5. Click **Accept** (Alt+A) to save your changes and return to the main screen.

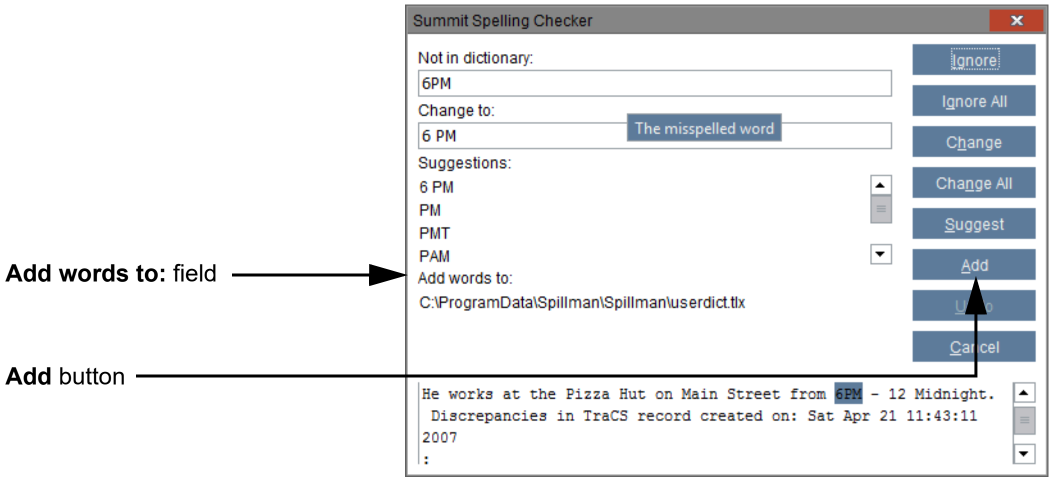
Adding words to the user dictionary

The spelling checker in the text editor allows words to be added to a personal user dictionary on your computer. Add words that are specific to your agency, such as commonly used names. If using more than one computer, ask your SAA to copy the user dictionary to a second computer.

To add words to the user dictionary:

1. After entering or modifying text in the text editor, select **Tools > Spell Check**.

The Spelling Checker window opens, with the first questionable word highlighted.



2. Continue checking the document until a word that should be added to the dictionary is found.
3. Make sure the word is spelled correctly.
4. In the **Add words to:** field, click the name of your user dictionary, such as `userdict.tlx`. Your SAA can create more than one dictionary or choose a different name.
5. Click **Add**.

   The new word is added to the selected dictionary. The next time a document is spell checked, the spelling checker remembers the added word.

Setting the Auto Spell Check feature

To set the Auto Spell Check feature:

1. From the command center, select **File** > **Configure**.

   The Configuration screen opens.
2. Select the **General Settings** tab.
3. To enable automatic spell check when using the text editor, select the **Auto Spell Check In Editor** check box. Otherwise, clear the check box.
4. Click **Save** to save your changes.

Editing text

In the text editor, text can be cut, copied, pasted, or deleted. The current date and time can be inserted, or the word wrap feature can be turned on and off.

Selecting text

Text must be selected to use the cut, copy, or delete features. The following table describes how to select text

To	Do this
Select one word	Double-click the word.
Select a section of text	• Click at the beginning or end of the text to select, drag the mouse pointer over the desired text, and then release. • Click at the beginning of the to select, press and hold the Shift key, and then click at the end of the desired text.
Select all the text in the document	• Select **Edit > Select All**. • Press Ctrl+A.

Moving text

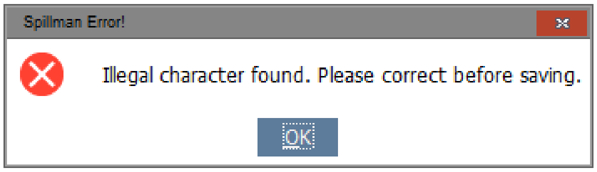
To move text, use the cut, copy, and paste function, or delete the selected text. The following table describes how to move text.

To	Do this
Copy text to the Windows Clipboard and remove it from the current document.	1. Select the text to cut. 2. Select **Edit > Cut**.
Copy text to the Windows Clipboard without removing it from the current document.	1. Select the text that you want to copy. 2. Select **Edit > Copy**.
Paste copied text from the Windows Clipboard into the current document.	1. Place the cursor at the location where the text will appear. 2. Select **Edit > Paste**. **NOTE:** If an error message appears when saving the comment or narrative, see “Pasting text from a different word processor” on page 505.
Remove text from the current document without copying it to the Windows Clipboard.	1. Select the text to delete. 2. Select **Edit > Delete,** or press the Delete key.

Pasting text from a different word processor

The text editor saves files in ASCII format. Therefore, if text that was saved in a different format is pasted, then the text loses its formatting.

Some word processors use special formatting characters that are not allowed by the ASCII file format. When attempting to save text that contains any illegal characters, the following error message opens.



Click **OK,** or press Enter. The first illegal character found in the text is selected. Delete the illegal character or replace it with a legal character, and then save the comment or narrative. If another error message opens, repeat the process.

Inserting the current date and time

To insert the current date and time:

1. In the text editor, place the cursor where the date and time should appear.
2. Select **Edit** > **Date/Time**, or press Ctrl+T.

Using the Word Wrap feature

When the word wrap feature is turned on, the text editor adjusts the length of the lines to the width of the text editor window. When the word wrap feature is turned off, the text editor displays all the text on one line.

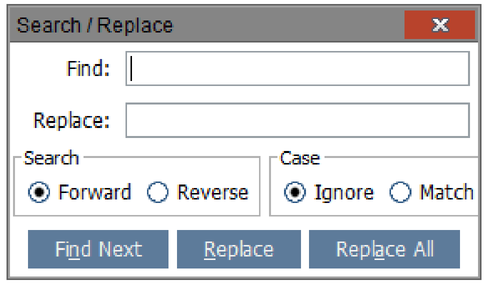
To set the word wrap feature, select **Edit** > **Word Wrap**. When enabled, a check mark appears next to the **Word Wrap** command.

Searching for text

To search for text:

1. From the text editor, select **Search** > **Find/Replace**.

The Search/Replace dialog box opens.



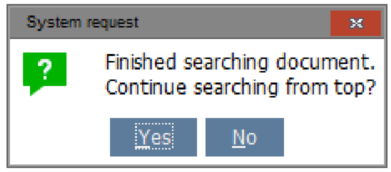
2. In the **Find** field, enter the text to find.
3. To set the other search options, do the following.

To	Do this
Replace the text entered in the **Find** field.	Enter new text in the **Replace** field.
Determine the direction of the search.	Select **Forward** to search forward, starting at the beginning of the document.
	Select **Reverse** to search backward, starting at the end of the document.
Determine if the search is case-sensitive	Select **Ignore** to find all occurrences of the text specified in the **Find** field, regardless of case.
	Select **Match** to find only those occurrences of the text specified in the **Find** field.

4. For each word found, do one of the following.

To	Do this
Leave the highlighted text unchanged.	Click **Find Next**. The software searches and highlights the next occurrence of the text.
Replace the highlighted text with the text in the **Replace** field.	Click **Replace**. The software replaces the highlighted text and continues the search, highlighting the next occurrence of the text.
Replace all occurrences of the highlighted text with the text in the **Replace** field.	Click **Replace All**. The software replaces all occurrences of the text in the document at one time.

After the document is searched, a prompt box opens, asking whether to continue.



5. Click **No** to stop searching the document.
6. Click the **Close** button to close the Search/Replace dialog box.
7. Click **Accept** (Alt+A) to save your changes.

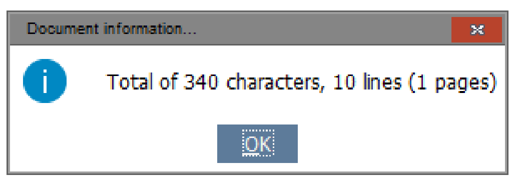
Viewing text information

The text editor tracks statistics about the text in comments or narrative fields, including the number of characters, lines, and pages.

To view text information:

1. From the text editor, select **Search** > **Info**.

   The Document Information message opens with information about the document.



2. Click **OK** to close the message.

Working with files

The text editor can be used to work with text files, including:

- Opening and editing a text file in the text editor.
- Creating and saving a text file to your computer or network, instead of saving it in a comments or narrative field.
- Inserting a text file into a comments or narrative field.

The text editor saves files in ASCII format. If a text file that was saved in a different format is opened or inserted, then the formatting is lost.

Text can be copied from another word-processing document to the Windows Clipboard and then pasted into the text editor, or vice versa. For more information, see "Moving text" on page 504.

Opening a text file

When the text editor is used to open a text file, a new file is created. If the text editor is accessed from a comments or narrative field, then the text is *not* added in the text file to the comments or narrative field.

To open a text file:

1. Open the text editor by doing one of the following:
   - From the command center, select **File > Run Editor**.
   - From a comments or narrative field, click the **Editor** button (Ctrl+E).
2. Select **File > Open**.

   The Open dialog box opens.
3. Locate and select the correct file, and then click **Open**.

   The file appears in the text editor window.
4. Edit the document as needed.
5. Select **File > Save Local** to save the file to your computer or network. See "Saving a text file to your computer or network" on page 509.

> **NOTE**
>
> If the text editor is accessed from a comments or narrative field, then when **Accept** (Alt+A) is clicked, the text in the comments or narrative field is replaced with the text in the current document.

6. To close the text editor, select **File > Exit**.

Inserting a text file into an existing document

To insert a text file into an existing document:

1. Open the text editor, and place the cursor where the new text will be inserted.
2. Select **File > Insert file**.

   The Open dialog box opens.
3. Locate and select the file to insert, and then click **Open**.

The text from that file is inserted to the text editor.

Saving a text file to your computer or network

If the text editor is accessed from a comments or narrative field, then the text is saved to the comments or narrative field when **Accept** (Alt+A) is clicked. The text can also be saved as a separate file on your computer or network.

To save a text file to your computer or network:

1. Do one of the following:
   - To create a new file, from the command center, select **File > Run Editor** to open the text editor, and then enter your text.
   - Open the document to save.
2. Select **File > Save Local**.

   The Save As dialog box opens.
3. In the **Save in** field, locate the directory in which to save the file.
4. In the **File name** field, enter a name for the file.
5. Click **Save** to save the file.
6. Close the text editor or document.

Printing from the text editor

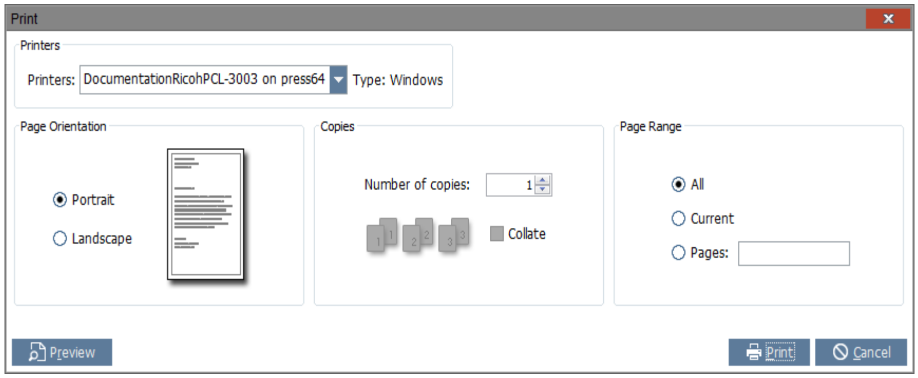
The text editor can print text documents, reports sent to the screen, or the contents of comments and narrative fields.

When printing from the text editor, advanced print options are unavailable and a UNIX printer cannot be used. Only a Windows printer can be used.

To print from the text editor:

1. Open the text editor.
2. Select **File > Print**.

The Print dialog box opens.



3. To view a preview of the printed document, click **Preview** (Alt+R).

   The Print Preview window open.
4. Select one of the following options.

To	Do this
View the first page of the document	Click the **Begin** button (Alt+B).
View the previous page in the document	Click the **Page Up** button (Alt+U).
View the next page in the document	Click the **Page Down** button (Alt+D).
View the last page of the document	Click the **End** button (Alt+E).
Print the document directly from the **Print Preview** window	Click the **Print** button (Alt+P).
Close the **Print Preview** window and return to the text editor	Click the **Close** button (Alt+C).

5. Set your printing options. See "Printing Records" on page 389.
6. Click **Print** (Alt+P).

Appendix E

Appendix E describes how to customize the list screen or Involvements screen to make a list configuration. Your SAA determines whether lists can be customized in the system, and determines which users or groups can publish or delete shared customized views of lists and Involvement screens.

Different data elements can be displayed on a list. Once a list is customized, the configuration can be saved and used at any time. Multiple configurations can be created, and even shared with other users. However, privileges are required to add, modify, or delete a shared configuration.

Customizing the list is the same in the list screen and Involvements screen. The examples given use the list screen.

For more information, see the following:

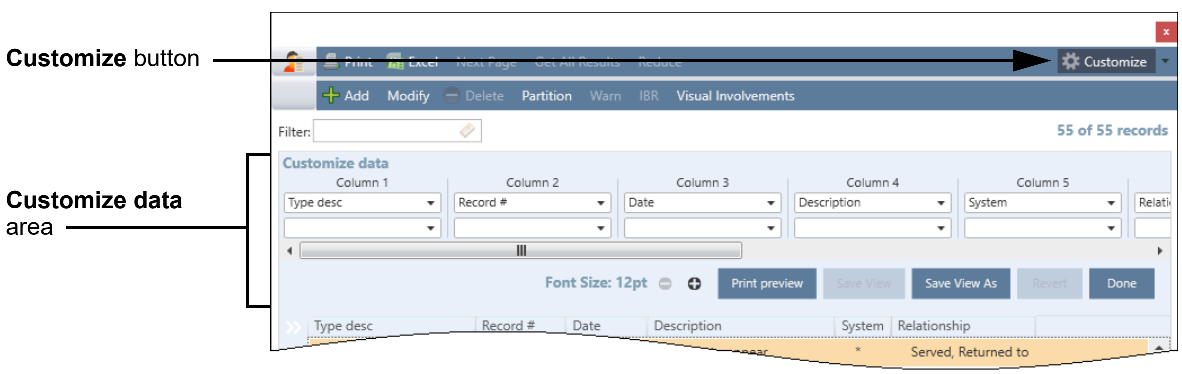
- "Creating a list configuration" on page 511
- "Saving a new list configuration" on page 516
- "Editing a list configuration" on page 519

Creating a list configuration

To create a list configuration:

1. From the list screen, click the **Customize** button.

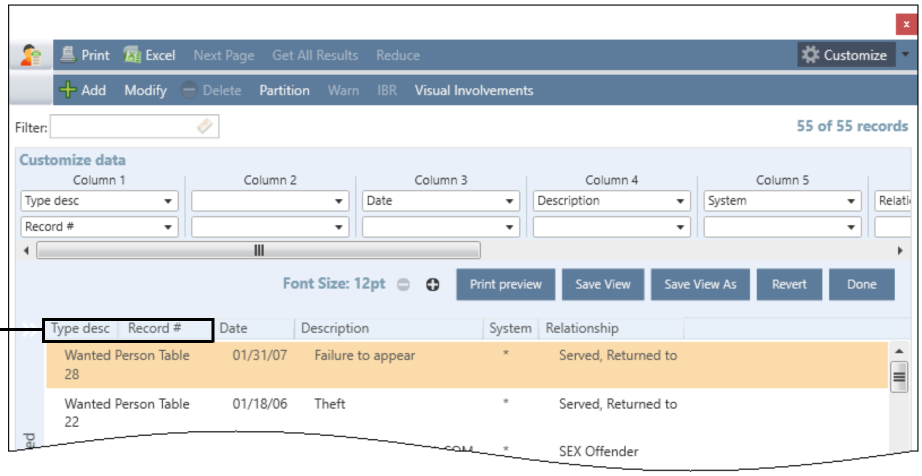
   The **Customize data** area expands at the top of the screen.



2. For each column that displays data in the list, click the drop-down arrow and select the desired data element. The list can display up to 10 columns, with up to two data elements per column.

For example, the record type and record number can be displayed together in one column.

Displayed data elements



NOTE

Data elements vary according to the list screen opened, and the table from which the list is opened. As such, saved configurations for a list apply only to that table. For example, saved list configurations in the Names table are not available in any other table.

3. To group the list by category, see "Grouping and sorting record data on the list" on page 513. Grouping affects the print preview and the saved configuration.
4. Use the **Font Size** icons to increase or decrease the font size in the list. The default font size is `12pt`.

NOTE

Font size changes can be saved as part of the configuration, or can be used to temporarily enlarge the text in the list screen. If font size changes have not been saved as part of a configuration, then the list screen font size defaults to `12pt` the next time the list screen is opened.

5. To preview how the current settings displays when the list is printed, click **Print Preview**.
6. To save the configuration of the list, click **Save View As**. For more information, see "Saving a new list configuration" on page 516.
7. When finished, click **Done**, or click the **Customize** button again.

The **Customize data** area collapses. Unless the configuration is saved, the list view defaults to system configuration when the screen is closed and opened again.

Grouping and sorting record data on the list

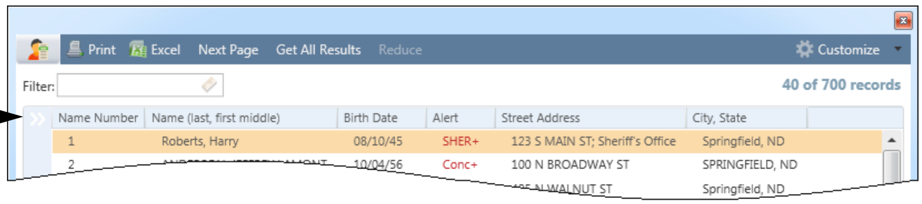
Data on the list can be grouped by category or sorted according to a data element.

Grouping record data

To group record data on the list:

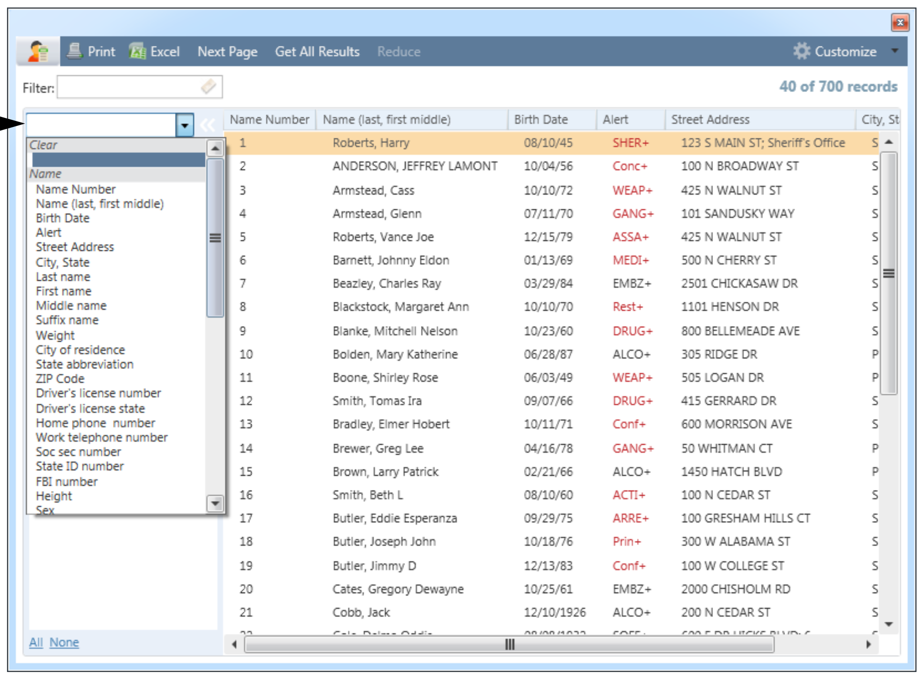
1. From the list screen, click the chevron located on the left side.

Chevron



The **Group By** area expands.

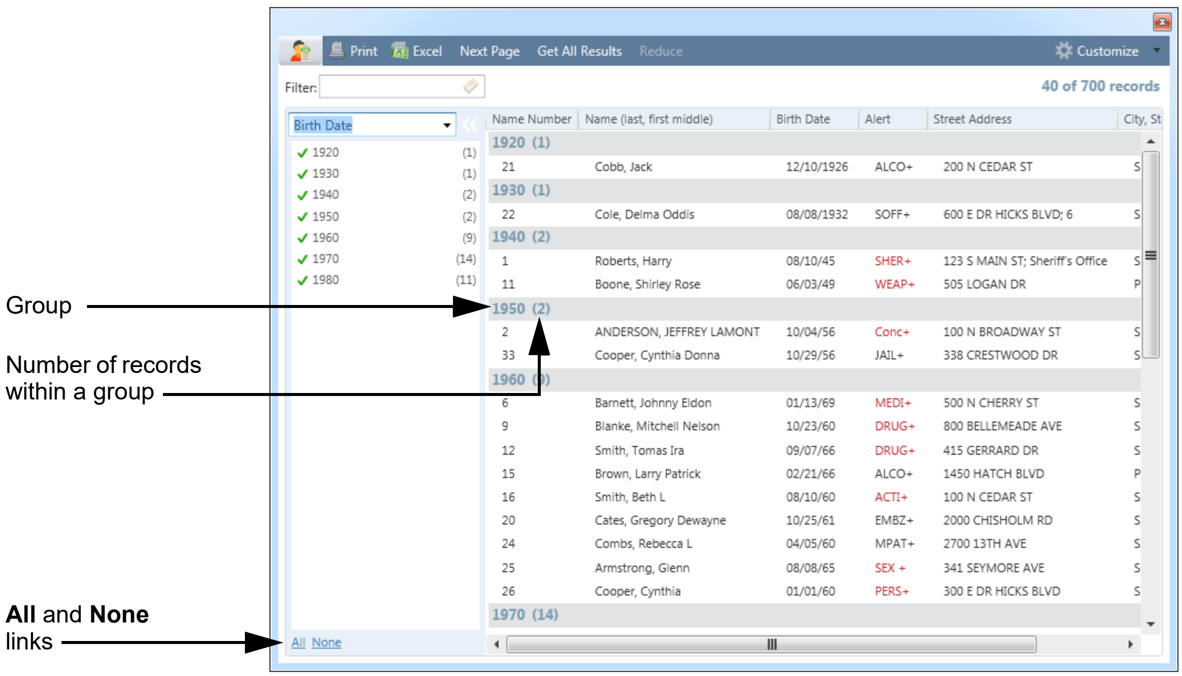
Group By field



2. In the **Group By** field, select the category by which to group the list of records.

> **NOTE**
>
> Categories vary according to the list screen opened, and the table from which the list is opened. Lists are grouped by one category at a time.

The list is grouped by the selected category, and the number of records within that group is displayed in parentheses.



Groups included in the list display a green check in the **Group By** area.

3. To add or remove a group from the list, select the group name.

> **TIP**
>
> To display all groups, click the **All** link. To clear all groups, click the **None** link.

4. To collapse the **Group By** area, click the chevron.

> **NOTE**
>
> When grouping is included in a saved configuration, it is retained the next time the configuration is opened. However, for removed groups or any filters, information is not retained.

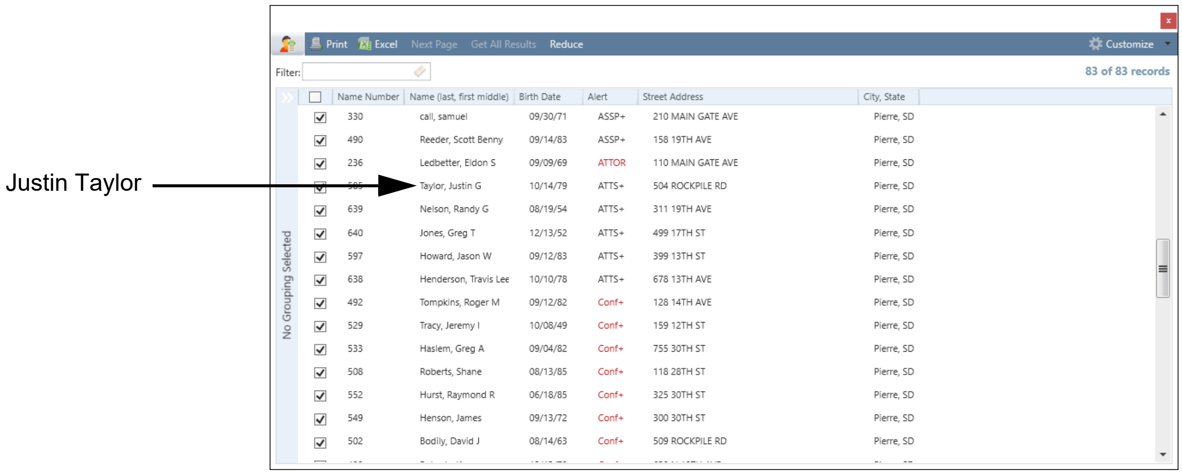
Sorting record data

Data in a list can be sorted using up to two data elements. For example, sort by date only, or sort by date and then by offense.

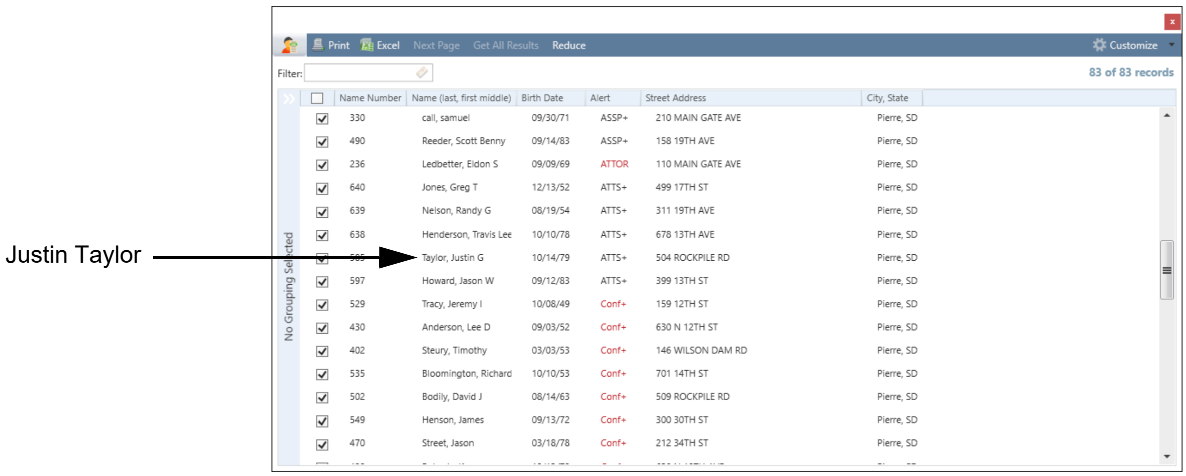
To sort a list using one data element, click the column heading.

To use second-level sorting, click a column, and then press Ctrl and click a different column. Data is sorted according to the first element, and then data within the first element is sorted according to the second element.

The following example is a list sorted by alerts only. Notice that `Justin Taylor` is the fourth name listed.



The next example is the same list sorted by alerts, and then by birthdate. The data is still sorted by alerts, but the records are listed in chronological order. Notice that `Justin Taylor` is no longer the fourth name listed, and that the names with the same alert type are in order by birthdate.



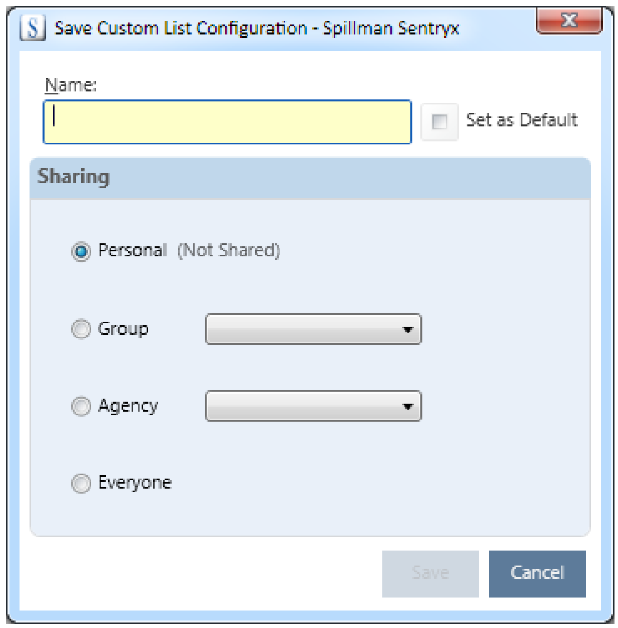
Saving a new list configuration

After customizing a list, use the **Save View As** button to save the view as a new configuration and use it again later.

To save a list configuration:

1. After customizing the record data on the list, click the **Save View As** button.

   The Save Custom List Configuration dialog box opens.



> **NOTE**
>
> When working with a new list configuration from the default view, the **Save View As** button and the **Save View** button function the same. Both buttons prompt the Save Custom List Configuration dialog box to open and allow the view to be saved. However, the **Save View** button is primarily used to save existing list configurations. For more information on using the **Save View** button, see "Changing the data elements in a saved configuration" on page 518.

2. In the **Name** field, enter a name for the configuration.
3. In the **Sharing** area, select who can have access to the configuration:
   - **Personal**: Allows access only to yourself, and is not shared with others.
   - **Group**: Allows access only to the group selected from the drop-down list.

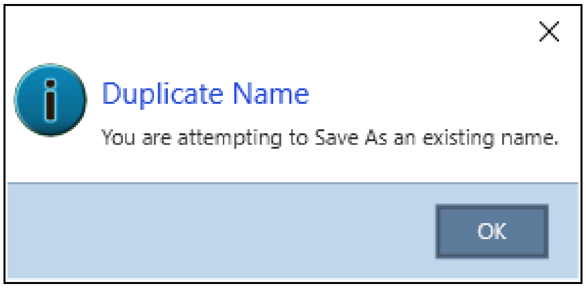
- **Agency**: Allows access only to the agency selected from the drop-down list.
- **Everyone**: Allows access to all users on your system.

> **NOTE**
>
> Privileges are required to share a configuration. Therefore, if privileges are not given, then the **Save** button is disabled if any option other than **Personal** is selected.

4. To make the configuration your default view when the list is opened, select the **Set as Default** check box. This does not set the list as the default view for others.
5. Click **Save**.

   The configuration is saved and available in the **Customize** drop-down menu. If the configuration is set as the default view, then the name is displayed in bold, italicized font.

   If the name already exists for the current user, then an error message opens.



   Click **OK** to close the message.

6. Rename the configuration, and then click **Save**.

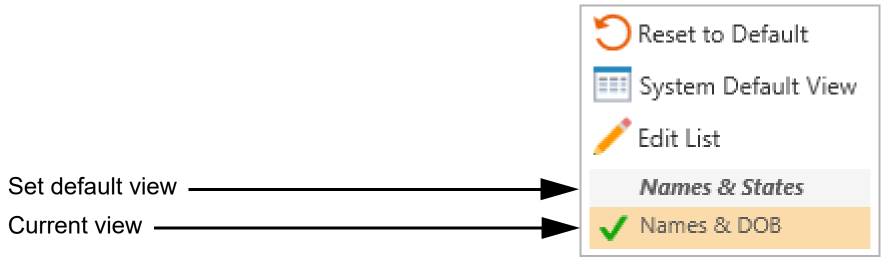
> **NOTE**
>
> Although a single user cannot have duplicate names, multiple users can name their configurations the same. For exampe, user A and user B could save their customized list under the same name. As such, duplicate names can exist in the system at the Personal, Group, or Agency level, but not at the Everyone level.

Opening a list configuration

To open a saved list configuration:

1. From the list screen, click the **Customize** drop-down arrow.

The drop-down menu opens with a list of options and saved configurations.



A green check mark indicates the currently displayed configuration. If a configuration has been set as the default view, then the name is displayed in bold, italicized font.

2. Select the configuration to open.

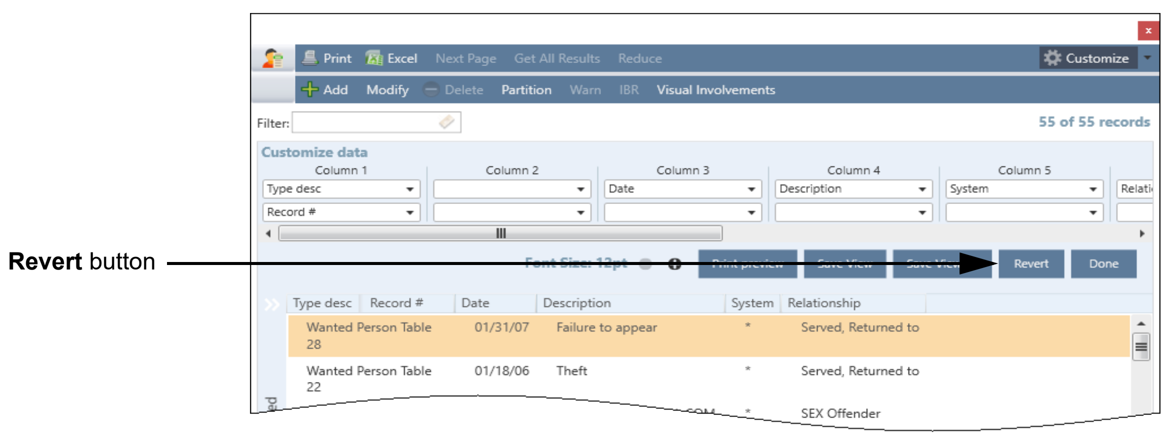
   The view for the list changes to match the selected configuration.

Changing the data elements in a saved configuration

Data elements in a saved configuration can be changed and saved under the same configuration name using the **Save View** button.

To change data elements in a saved list configuration:

1. Open the desired list configuration.
2. Customize the list.
3. If necessary, use the **Revert** button to revert the list back to the original configuration.



4. Click **Save View**.

The changes are applied and the configuration is saved.

> **NOTE**
>
> The **Save View** button saves the current list configuration under its same name, whereas the **Same View As** button saves the current list configuration under a new name.

Editing a list configuration

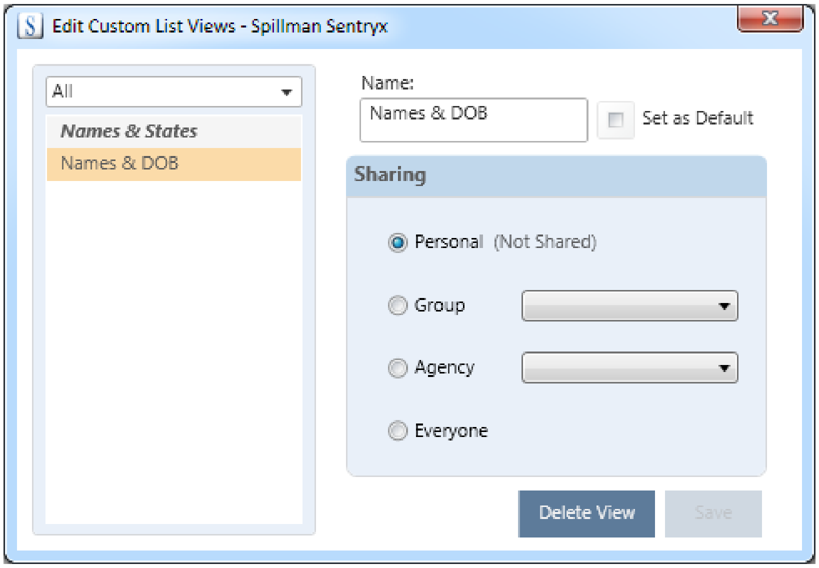
To edit a saved list configuration:

1. From the list screen, click the **Customize** drop-down arrow.

   The drop-down menu opens.

2. Select **Edit List**. This option is available only after a list configuration has been saved.

   The Edit Custom List Views dialog box opens with a list of all saved configurations.



3. From the list, select the configuration to edit. If necessary, click the drop-down arrow to filter the configurations by shared groups.

4. Do any of the following:

   – To rename the configuration, in the **Name** field, enter a new name.

   – To change the accessibility level, in the **Sharing** area, select who can access the configuration.

- To set the configuration as your default view, select the **Set as Default** check box. This does not set the list as the default view for others.

5. Click **Save** to save your changes. To cancel editing without saving, click the **Close** button.
6. To delete a configuration, do the following:
   - Select the configuration, and then click **Delete View**.

     The Delete View dialog box opens.
   - Click **Delete** to confirm the deletion.
7. When finished, click the **Close** button to close the dialog box.

> **NOTE**
>
> Configurations shared by others can be edited or deleted, but require privileges. Therefore, if privileges are not given, then the **Save** button and the **Delete View** button are disabled if any option other than **Personal** is selected. When a shared configuration is edited and saved, the changes are applied to everyone with access to the configuration.

Resetting to the default configuration

To reset to the default configuration:

1. From the list screen, click the **Customize** drop-down arrow.

   The drop-down menu opens.
2. Select one of the following options:
   - **Reset to Default**: Resets the default configuration (not the list view) back to the system configuration. This option is enabled only if a customized configuration was set as the default configuration. This option acts the same as clearing the **Set as Default** check box for any set configuration in the Edit Custom List Views dialog box.
   - **System Default View**: Resets the list view to the default configuration of the system.

   The default configuration or list view is updated according to the option selected.